

Louis Porter

Manchester, UK

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PROFILE

Having relocated to the United Kingdom from Canada via an extended period residing in Hong Kong, I am looking for new employment opportunities. Drawing on my comprehensive academic background and varied experiences, I am looking to shift away from education to a different role.

KEY SKILLS

- Experience in administration and customer service
- Strong IT skills – Knowledge of Word, Excel, Powerpoint, Outlook
- Teamwork skills while also a strong independent worker
- Excellent writing skills, strong verbal communication
- Ability to build relationships with stakeholders
- Extensive experience in cross-cultural environments and diverse backgrounds
- Exceptional critical think and problem-solving abilities
- Highly refined attention to detail and organisation

EMPLOYMENT HIGHLIGHTS

Nov 2022 – Present	Teaching Assistant Opogo Limited, Manchester	<ul style="list-style-type: none">▪ Independently planned classes and course materials▪ Worked as a team to provide deliverables to a high standard▪ Met face-to-face or via video conference to deliver lessons to individuals and groups▪ Maintained data and confidential records for various users▪ Liaised with clients to provide information and feedback▪ Performed related administrative duties
Sep 2021 – Jun 2022	English Instructor Synergy Education Hong Kong	
Aug 2018 – Sep 2021	English Instructor Berlitz Languages Limited	
Apr 2008 – Dec 2017	English Instructor Learning Garden Education	
Aug 2007 – Feb 2008	Primary School Teacher Korean International School Hong Kong	
Oct 2006 – Feb 2007	Administrator Canadian Imperial Bank of Commerce (CIBC), Toronto	<ul style="list-style-type: none">▪ Maintained records of executed trades▪ Handled client inquiries and contact▪ Assisted vice-president in daily operations

Oct – Dec 2005	Communications Officer Pax Christi International, Brussels	<ul style="list-style-type: none"> ▪ Produced and edited monthly newsletter for global audience ▪ Handled written external communications
Aug 2003 – Sept 2004	Administrator Ontario Ministry of the Attorney General, Toronto	<ul style="list-style-type: none"> ▪ Provided administrative support to case workers and case managers ▪ Maintained large-volume file system
Oct 2002 – Feb 2003	Administrator Ontario Securities Commission, Toronto	<ul style="list-style-type: none"> ▪ Administrative support in a legal environment for various staff ▪ Handled incoming/outgoing communications, document preparation
May – Sep 2000	Assistant Sales Manager Zim Shipping, Toronto	<ul style="list-style-type: none"> ▪ Answered queries, provided rate quotes, performed follow-up ▪ Processed documentation and maintained organised shipping records
Feb 1999 – Apr 2000	Editor Inofas Information Systems Toronto	<ul style="list-style-type: none"> ▪ Proofread and formatted legal and governmental documents ▪ Performed HTML markup for database publishing
Oct 1997 – Aug 1998	Sales Associate Avenue Road Post, Toronto	<ul style="list-style-type: none"> ▪ Processed retail sales transactions ▪ Provided customer service face-to-face and by phone

EDUCATION

2015-2016	Master of Arts (Distinction) City University, Hong Kong
2004 - 2005	International Project Management Post-Graduate Diploma Humber College, Toronto
1996 - 2002	Honours Bachelor of Arts University of Toronto, Trinity College, Toronto