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Amanda Shen

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| Personal Information | |
|  | Date of Birth: 18th January 1983  Place of Birth: England  A conscientious, responsible and hard working individual. I always do my best and make sure I achieve the high standards in all the work undertaken. Being flexible and positive toward new and challenging situations, I would welcome any opportunity of developing further skills which would be of mutual benefit and am confident that my practical, methodical and committed approach would be an asset to any employer. |
| Objective | |
|  | To welcome any opportunities of developing further skills. Want to eventually take up a career in teaching. |
| Education | |
|  | 07/2009-08/2009 Bloomsbury International London  Trinity Cert TESOL (Pass C)  2001-2004 Kingston University Kingston  *BACHELOR OF ARTS (Hons)*  English Language and Literature (Lower Second Class)  1999-2001 Harlow College Harlow  *A-LEVELS*  English Language and Literature (D), Information Technology (D).  1994-1999 Mark Hall Comprehensive School Harlow  GCSE’S  English Language (C), English Literature (B), Mathematics (C), Science (Double) (D), Business Studies (D), Geography (D), French (B), Chinese (B). |
| Professional experience | |
|  | 2008- 2009 Dahlia Fashion London  Sales Assistant  Sales assistant at a boutique. Duties include assisting customers, doing mail orders, stock take, replenishing stock and assisting manager (emails, transfers and figures).  Reason for leaving: Wanted to do a TESOL course.  Summer 2009 National Portrait Gallery London  Intern for the Learning Department  A volunteer intern for the Learning Services department. Duties included meeting and greeting school groups, assisting freelances with setting up, delivering and clearing down of workshops, assisting with general administrative tasks including some data entry and updating mailing lists and do mail-outs.  Reason for leaving: Wanted to do a Tesol course.  2005- 2008 Cardiff Language School Seoul South Korea  English Teacher  Worked as an English teacher teaching (ESL) elementary and middle school students (reading, writing, speaking and listening). Also teaching an adult conversation class where I had to improve their speaking and day care students aged from three to four years English. My other duties include writing lesson plans and weekly reports for the students. In addition I taught English for 3 months at the nursery and 1 month at the kindergarten.  Reason for leaving: Contract ended.  2000-2005 Marks and Spencers Kingston  Sales Assistant  Sales assistant on the Customer Service Desk, dealing with customers’ enquiries on phone and on the desk, complaints and refunds. In addition I worked on the food department dealing with stock.  Reason for leaving: Wanted to get a teaching job in Korea. |
| Interests and activities | |
|  | General interests and activities include spending time with family, reading, watching films, and listening to music. I’m very interested in photography, music and I enjoy playing the piano. I also enjoy travelling to other countries and meeting new people. |
| Languages | |
|  | Fluent in English and Cantonese. |
| kEY STRENGthS | |
|  | Practical and organized in all duties.  Able to work well independently and as an enthusiastic team player.  Capable of fulfilling demands of heavy workload, within a pressurized environment, to strict time schedules and budget.  Good communication skills in English and Cantonese.  Microsoft Word and Excel. |
| references | |
|  | Available on request. |