

**Andy Cripps**

I am an enthusiastic and experienced individual seeking the opportunity to further my teaching career. I am energetic and motivated, and I’m keen to use this motivation inside the classroom again. I have previous experience as an EFL teacher in South Korea, and would love the chance to continue this in a new position. An excellent planner and communicator, I am both quick to learn and keen to utilise practical experience.

# EXPERIENCE

### Jan 2013 – Present. Ministry of Justice – *Administrative Officer*

Main duties involve classifying and processing claim responses, answering customer queries via letter and email, mail room duties, and wide ranging general administrative tasks.

### December 2012. Waterstones – *Seasonal Fixed-term Bookseller*

Customer service role. Involved serving customers, answering queries both in person and over the phone, taking and processing customer orders, stock replenishment and replacement.

### October 2012. GoGen – *Charity Fundraiser*

Temporary telephone based role raising funds and awareness.

**Feb 2012 – Sept 2012. *Travelling***

### Feb 2010 – Feb 2012. Ministry of Education South Korea (EPIK) – *English Teacher*

### I worked in 3 High Schools during this time, teaching a wide range of students of varying ability, from beginners to fluent. Duties included teaching, planning and implementing my own curriculum, creating lesson plans and materials, classroom management, marking, and liaising with other teachers.

### Jun 2007 – Aug 2008. Interaction Recruitment – *General Admin Support & Customer Service*

Various short-term positions. Duties comprised managing customer databases, cheque sorting and processing, data entry, telephone based customer service, as well as other general admin duties.

### Oct 2003 – May 2007. Co-operative Food Retail – *Customer Service Assistant*

# EDUCATION & QUALIFICATIONS

* **i-to-i TEFL Certification Oct 2009**
* **University of Leicester 2006 – 2009**

BA English Second Class Honours (Upper Division)

* **Northampton School for Boys 2001 – 2006**

### A Levels: English Literature [A], History [B], Psychology [C], AS Government & Politics [C], AS General Studies [A].

### 10 GCSEs. (details upon request)

## SKILLS & STRENGTHS

* Communication
* Organization and time management
* Independence
* Quick to learn
* Lesson planning
* Teamwork
* Classroom management
* Adaptability
* Proactive
* **References are available upon request**