Christopher Leeding

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Online Portfolio: www.chrisleeding.co.uk

Nationality: British

Date of Birth: 23/07/1985

**Key Skills**

* Ability to adapt to new tasks, new skills and new responsibilities
* Thorough preparation
* Sensitivity to difficult and complex situations
* Experience of presenting before large groups
* Experience of team-teaching and solo-teaching
* Ability to work to a deadline
* Experience of proofreading
* 80wpm shorthand qualification

**Clean Driving Licence**

**Software**

* MS Office
* Dreamweaver
* Photoshop
* Quark Express

**Education**

**TEFL**

i-to-i November 2010

Achieved 100 hour intensive TEFL Qualification

**NCTJ Journalism**

Warwickshire College 2008 – 2009

Achieved NCTJ Journalism Qualification

**BA Hons Communication, Culture and Media**

Coventry University 2004 – 2007

Awarded Upper Second Class Honours (2:1 hons)

**4 A-Levels**

Wollaston School 2001 - 2003

Business Studies (C); English Language (C); History (D); General Studies (B)

**1 AS-Level**

Wollaston School 2001 - 2002

French (E)

**10 GCSEs including Maths, English, Sciences and French**

Wollaston School 1996 - 2001

Business Studies (B); Design and Technology: Graphics (D); English (B); English Literature (C); French (A); Humanities (B); German (C); Mathematics (B); Science (B);Sociology (B)

**Employment History**

December 2009 – December 2010. Guest English Teacher.

Bongseong Elementary School and Iseong Elementary School, Jeonju, South Korea.

- Teaching English in elementary schools to pupils of between six and thirteen years old. responsible for lesson planning and preparation as well as classroom management and discipline.

February 2008 – Present. Customer Service Advisor/Supervisor.

TSYS Managed Services EMEA, Binley Business Park, Coventry.

-Taking incoming calls from credit card customers, dealing with enquiries in a fast and efficient manner to ensure the highest possible level of customer care.​ I was asked to take on a Supervisory role which involved providing assistance to colleagues and taking over escalated calls as well as making outgoing calls to try and resolve customers’ enquiries.

October 2005 - December 2005. Sales Assistant.

Boots the Chemists, Arena Park, Coventry.

-Temporary part-time sales assistant for Christmas period, worked on tills.

July 2005 – September 2005. Sales Assistant.

Next, Kettering, Northants.

-Temporary full-time sales assistant for summer sale, worked with stock and on tills.

April 2004. Work Experience.

Evening Telegraph, Kettering, Northants

-Self-initiated work experience spell with journalists at the E.T to produce articles for publication and learn about processes involved in journalism.

September 2001 – March 2004. Sales Assistant.

Boots the Chemists, Wellingborough, Northants.

-Operated and maintained photographic lab, worked on photo counter, checkouts and with stock.

**Interests**

Travel

Photography

Reading

Football, Tennis & Swimming

References available on request.