**James CH Beesley**

∙ British Citizen - UK Passport ∙

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# profile:

I am an experienced and proven English teacher both in the UK and Taiwan with excellent communication skills, ability to be a versatile team player and work effectively on my own initiative. I believe I am a creative individual who welcomes challenges and is enthusiastic to further expand my knowledge and realise potential career development opportunities. In addition I have travelled around the world on a number of different trips, which I believe has furthered both my international knowledge and individual organisational management skills.

# education/qualifications:

2009 – 2010 **HESS Language School TEFL Qualification**

Hess Language Schools – Taipei, Taiwan

2004 – 2007 **BA (Honours) Business Studies (2:1)**

Durham Business School, The University of Durham, UK

2002 – 2004 **3 A Levels (Grades A - C) – English Language, Design Technology & Business Studies**

Leeds Grammar School, UK

1996 – 2002 **10 GCSE’s including Mathematics and English (High Passes A-C’s)**

Leeds Grammar School, UK

# RELATED work experience:

**August 2010 – December 2010 – HESS Yan Ji Kindergarten, Taipei, Taiwan – Native Speaking Teacher (NST)**

**Duties involved: -**

* Receiving my own class built up of 13 students aged 2.5 – 3 years of age and working with them as their sole English teacher.
* Using a variety of games, rhythms and chants to aid and encourage a passion towards learning new English vocabulary and patterns.
* Attending to the various needs that such a young class has and ensuring they felt comfortable and safe within the new environment/classroom.
* Writing weekly Progress Journals to parents explaining their child’s progress and outlining the future learning objectives for that particular subject rotation or theme.
* Working closely with my Home Room Teacher (HRT) to maintain clear communication as to our goals for the class.

**November 2009 – December 2010 – HESS Chaung Ching Cram School, Taipei, Taiwan – Native Speaking Teacher (NST)**

**Duties involved:-**

* Teaching 9 – 10 classes for 2 hours each per week over a six working day period.
* Working to a very clear and concise set of learning objectives set by the Teacher’s Guides produced and provided by HESS.
* Attending regular seminars and trainings to maintain high teaching standards as well as idea sharing amongst colleagues.
* Hosting performance days for parents at the end of each level (24 lessons).
* Completing both individual lesson communication books and end of level reports for parents showing grades and areas for improvement.
* Producing an additional set of 18+ lessons for a class that had completed all HESS syllabuses.
* Attending monthly meetings to discuss problem areas and solutions.
* Grading homework after every lesson and making sure that this was returned to the Chinese Teacher on-time.

# ADDITIONAL work experience:

**September 2008 – June 2009 – Leeds Equipment Services (LES), NHS Logistics**

**Duties involved: -**

* Please see June 2006 – September 2007

**July 2008 – August 2008 – Aston Carter Ltd (Recruitment Consultancy - London) – Researcher**

**Duties Involved: -**

* Working on the Management Consultancy Team as a researcher to a Senior Consultant to re-establish contact and headhunt potential candidates.
* Established strong relationships with both clients and candidates to ensure ownership over roles and candidates.
* Completed intensive six week training programme including: Headhunting, The 30 Steps of Recruitment, Sales, Time Management & Name Gathering

**April 2008 – July 2008 – Yorkshire Bank Headquarters – Loans Administrator/Advisor**

**Duties involved: -**

* Working in term loans department to do thorough checks on loan details and release loans to branches and customers accounts.
* Cold calling to customers and branches to check confidential details and ensure these are implemented correctly.
* Assisting branch inquiries over the phone and through the internal workbook system.

**September 2007 – March 2008 – Travelling Around the World – Asia, Australia, New Zealand & S America**

**June 2006 – September 2007 – Leeds Equipment Services (LES), NHS Logistics**

**Duties involved: -**

* Worked in a team of 8 people who were responsible for efficient distribution of goods within very tight deadlines.
* Demonstrated and instructed the uses of a large variety of goods to the end users as part of final installation procedure.

# SKILLS PROFILE:

**Teaching Skills**

* Over four years teaching experience teaching English at a domestic and foreign level (including Asia).
* During my final two years in senior/high school I conducted English lessons for classes ranging from 4 – 12 year olds, here I would give guidance as to the structures and grammar of English and give individual tuition.
* In my social life I have pursued the sport of paintballing to a high level, most weekends I would work at the paintball site and be required to give detailed instructions and safety rules to individuals that had never used any of the equipment before.
* Completed i-to-i TEFL (Intensive Course) December 2008 & HESS TEFL (1 Year Training) in December 2010.

**Communication Skills**

* My varied work experience has contributed to the excellent communication skills, both verbal and written.
* I have a strong ability to interact with a wide range of people from different social backgrounds upbringings and beliefs.
* Good customer service skills – I’m able to communicate effortlessly and satisfy customer needs as demonstrated in previous work experience.
* I have been required to do many presentations during my working life and education and very much enjoy informing and instructing individuals in this manner.

**Team Working Skills**

* I have worked as a member of team in various organisations throughout my working career and have always placed vital importance on ‘team play’. This in turn has ensured all deadlines were met while simultaneously supporting all team members to maintain a healthy working environment and function as a co-operative unit.
* Participated successfully in groups throughout University to achieve common goals.

**Leadership Skills**

* Lead seminars at university, which included conducting presentations, organising and facilitatingactivities for students and stimulating discussions.
* Over the past few years I have been the captain of various rugby teams at an international level, and have gained the respect of my peers through enthusiasm, passion and drive for success.

# activities and interests:

I am an energetic and enthusiastic individual who enjoys keeping fit by going to the gym, mountain biking and playing rugby. I am a keen music fan and enjoy playing guitar and attending music concerts. I also enjoy socialising with friends, family, colleagues and meeting new people. Generally friends have described me as a diligent person with an outgoing and energetic personality.

# ADDITIONAL INFORMATION:

**Technical Expertise**: Competent business user of Microsoft Word, Excel, PowerPoint, Outlook, Internet Explorer, Adobe Acrobat, Rainbow and Medax.

**Driving License:** Full – Clean – UK & Taiwan

# references:

(References available on request)



Catch 22

58 Albion Street

Leeds

West Yorkshire

LS28 5RT

Tel: 0113 242 8055

Fax: 0113 242 8052

27th October 2009

**Reference For James Beesley**

Dear Sir/Madam,

I am writing this to provide a written reference for James Beesley. James worked for Catch 22 on short and long term contracts from July 2006 to January 2009. Our company’s policy is normally to provide the dates and roles of which the candidates worked. However James has been such a valued member of the team I felt compelled to write a Little more.

James has worked for a number of my high profile clients such as the NHS, Leeds Equipment Services and Leeds United Football Club. James has worked in many roles for us including Driver, Fitter, Facilities Assistant and Administrator.

Although I was not directly supervising him, I always received good reports back from my clients. He was always punctual, presentable, hard working and got on with all his colleagues. He was often been requested by name and had bookings extended because of his personality and his attitude towards work.

I have no doubt that he would be an asset to any employer and would become a valued member of team in a short period of time. I would not hesitate to re-employing James should he return to Leeds and we have the work available.

Please do not hesitate contacting me should you require further information or help.

Yours faithfully,

Tim Dixon

Tim Dixon

Controller

[timdixon@c22.co.uk](mailto:timdixon@c22.co.uk)