# Tabitha McGregor

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# CAREER OBJECTIVE

Seeking an English language teaching position offering a strong background in applied linguistics. In the short term I want to contribute my skills and knowledge to a diverse and supportive team. In the long term I see myself as a business owner, in a position to start a charitable organization for disadvantaged people in Bolivia.

# SKILLS AND ATTRIBUTES

* analyse students' language abilities and assess their needs
* design and prepare learning materials and course outlines for learners
* make sure suitable learning aids and resources are available to students
* prepare and present lessons effectively
* assess their progress (summative and formative)
* connect with caregivers and the wider community
* monitor and report on students' progress
* teach for IELTS, TOEFL or TOEIC

# EDUCATION

**University of Auckland** |2010-2010| Awarded with:

* *Post Graduate Diploma in Language Teaching (GPA 3.6)*
* *Partnership Appeal Award* ($1,250)

**Victoria University of Wellington** |2006-2009| Awarded with:

* *Bachelor of Arts in Second Language Education*

Courses: Anthropology; Applied Linguistics, French, Latin, Linguistics, Maori, Philosophy, Spanish, Writing.

**Wanganui High School** |2001 – 2005| Awarded with:

* *NCEA Level 1, 2 & 3 + New Zealand University Entrance 2005*
* *Australian Language Certificates - Japanese Beginners’ Level August 2005*
* *Year 13 Diploma November 2005*
* *New Zealand Association of Language Teacher Certificate of Excellence for French at NCEA Level 3*
* *Merit Award – French and Spanish November 2005*

#  EXPERIENCE

Work skills gained from previous employment: Customer Service, Retail, Office skills, Child care, Teaching and Hospitality.

***Westlake Boys High School, Auckland***

Dates: July 2010 - August 2010

Position: ESOL Teacher for two separate groups of Chinese Middle School Students

Responsibilities:

* Analyse students' language abilities and assess their needs
* Design and prepare learning materials and course outlines
* Make sure suitable learning aids and resources are available to students
* Prepare and present lessons
* Monitor and report on students' progress
* Teach skills for coping in a new community

***Glendowie Primary School, Auckland***

Dates: May 2010 - July 2010

Position: ESOL Tutor for two Korean children

***myenglish.co.nz, Auckland***

Dates: April 2010

Position: ESOL tutor (online via Skype)

Responsibilities:

* Design business cards and flyers
* Liaise with printer company
* Set up website (organise domain, hosting and design)
* Recruit students for tuition through marketing to High Schools & Primary Schools
* Consult with students on their needs and design an appropriate curriculum

***Red Cross, Upper Hutt***

Dates: August 2009 - November 2009

Position: Administrator

Responsibilities:

* Greeting clients face to face and by telephone
* Managing and organising medical loans, donations, meals on wheels, transport to and from hospital

***New World, Nae nae***

Dates: Dec 2006 – Jan 2008

Position: Delicatessen Assistant

Responsibilities:

* Customer service face to face and by telephone
* Food preparation (ham basting, quiches, ham slicing, rotisserie chickens etc)
* Cleaning area
* Stock take

***Printlink, Petone***

Dates: Nov 2008 – Feb 2009, Nov 2009 - Feb 2010, Nov 2010 -

Position: Printing Assistant

Responsibilities:

* Sorting documents and checking for any errors

# ACHIEVEMENTS

* Gained St John Child CPR Certificate | 2010
* Gained Post Grad Dip Lang Tch | 2010
* Relocated to Auckland independently |2010
* Building and designing my own website independently | 2010
* Gained BA in SLED | 2009
* Came First place in Fédération des Alliances Françaises Regional Competition | 2005
* Gained High school diploma, NCEA L1, L2, L3 and UE | 2005
* Recorded an EP | 2008
* Gained Restricted driving license | 2007
* Learnt to play the guitar | 2006 -
* Attended Outdoor Pursuits Centre Adventure Challenge programme | 2004
* Climbed Mt. Kahikatea | 2002
* Gained lifesaving award from Waitotara Primary School | 2000
* Gained netball awards from Waitotara Primary School | 1996 - 1999

# EXTRACURRICULAR INTERESTS

Modern European languages, technology, music, gardening, documentaries, organic lifestyle.

# REFEREES

Mr. Louis Borok • (09) 410 1808 • 021 486 399

Position/Organisation:

Director of International Students, Westlake Boys High School

Rev. Howard Carter • (09) 5200813 • 027 7508602

Position/ Organisation:

Reverend, Studentsoul church