Resume

Suzanne Paterson B.Sc Honours

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Education History

50 hour TEFL certificate (February 2010)

20 hour weekend course and 30 hour online grammar certificate

Glasgow University (September 2004 - July 2008)

Microbiology B.Sc honours 2nd class

Castlehead High School (August 1998 - March 2004)

English Scottish Higher Level A

Math Scottish Higher Level B

Chemistry Scottish Higher Level B

Biology Scottish Higher Level B

History Scottish Higher Level B

Geography Scottish Higher Level C

Work experience

English teacher (August 2010 - present)

Child U English Institute Sangok Incheon

Key Responsibilities: My role here involved teaching classes with children between the ages of 5 to 13 and some one-to-one teaching with adults. I was responsible for curriculum design and implementation as well as the development of educational programs and materials. This would involve researching the curriculum of their elementary schools and complimenting the information with activities and worksheets I made. I was also responsible for the grading evaluation and ongoing assessment of the students in my care.

Story Tellers Assistant ( February 2010 - August 2010)

Oak tree stories Paisley Scotland.

Key Responsibilities: My role here involved helping my friend’s storytelling business. I would go to local nurseries and put on workshops for children between the ages of 3-6. This role was very rewarding as we got to take the children on imaginary adventures and make up stories with them. It was very good for developing their imagination.

Freelance Tutor (June 2006- February 2008)

When I was in university I would work as a tutor teaching students: English, Biology and Chemistry.

Personal Achievements:

During my time at university I have been highly involved in maintaining class dynamics. In my second year I was a class representative, which involved various aspects of class management, such as dealing with complaints to collecting overall opinion on areas such as lecture content and course work levels.

In my third and final year I had a high involvement with the class’s society which involved effective advertising of class nights out through emails and class talks to holding a treasury post which dealt with all the financial aspects in running the society. The society has been so successful that there are plans to initiate a student run society similar throughout the whole faculty.

In my last year at high school I was elected as Deputy Head Girl, due to my hard work as a prefect the year before. This role has given me experience looking after a team of people and drawing up rotas to all members’ agreement.

I was an active of Castlehead High School’s “At Your Side” programme; an anti-bullying initiative. This has given me experience dealing with children in difficult situations and helping them to resolve their problems.

I was also awarded the Philip Lawrence award for my years of dedication to Castlehead high school’s “Paired Reading Club” which involved helping younger pupils with reading difficulties. This work was particularly rewarding.

Interests:

I trained with the university’s women’s hockey team and am a keen cross country runner. I frequently take part in runs for different charities and am hoping to become a jog leader in the future. I also enjoy reading; writing and have recently bought a Glockenspeil which I am teaching myself to play.

In my spare time I attend music concerts, go to the cinema and enjoy socialising with friends and family.