

Home Address: 146 Avondale, Trim, County Meath, Ireland

Nationality: Irish

Date of Birth: 22 September 1977 (32 years)

Email: ella_tighe@hotmail.com

Skype ID: ellabellatighe



EDUCATION

(01/09 – 04/05)	University Master's Degree	<i>Queen's University of Belfast, N. Ireland</i> <u>LL.M/Masters in Human Rights Law</u>
(95/09 – 99/05)	College Degree	<i>National College of Ireland, Dublin</i> <u>B.A. in European Business Studies & Languages (French & German)</u>

EMPLOYMENT

(10-04) – (10-09)	Company City / Country Position	<i>English First</i> Chengdu, China <u>ESL Teacher/Foreign Teacher of English</u>
-------------------	---------------------------------------	---

Responsibilities

- teaching English grammar, writing, reading, speaking and listening skills through implementation of the *English First* curriculum to native Chinese speakers of all abilities (adults, kindergarten, middle and high school students)
- preparing lesson plans and maintaining thorough lesson and attendance records
- creating supplementary resources and modifying textbook authentic material for appropriate levels and student needs
- undertaking oral placement testing for new students or students progressing to the next level
- engaging students with research-based country projects, using the interactive whiteboard, game dance pad, audiovisual material such as video
- marking homework, tests and quizzes
- assessing students' English abilities and recording test grades
- attending training, open days and staff meetings

(08-09) – (09-04)	Employer Town / Country Position	<i>Navan Educate Together Primary School</i> Navan, Ireland <u>Language & Learning Support Teacher</u>
-------------------	--	--

Responsibilities

- teaching English grammar, writing, reading, speaking and listening skills to primary school students of all levels, including complete beginners and newly arrived to Ireland

- preparing lesson plans, creating ESL teaching resources
- preparing students for participation in school assemblies and teaching a weekly beginner level tin whistle class
- undertaking oral placement testing for new students or students progressing to the next
- preparing the new ESL classroom with audiovisual and engaging posters and other wall displays
- assessing students English abilities and completing students' Individual Education Programme

(07/11) – (08/06)	Employer	<i>Kingston University Library Services</i>
	City / Country	Kingston upon Thames, UK
	Position	<u>Learning Resource Centre Assistant</u>

Responsibilities

- ensuring the safety and security of students using the library services
- maintaining the security of buildings and equipment
- customer service – providing assistance to students using the library services
- statistical collection headcounts at regular intervals)
- logging of main events in night diary and recording suggestions for service improvement

(05/11) – (07/05)	Employer	<i>Brunel University</i>
	City / Country	Uxbridge (Greater London), UK
	Position	<u>Research Assistant</u>

Responsibilities

- drafting and editing of reports, publications and publicity materials for the Centre for Public Health Research
- co-ordination of research activities and organisation of events
- researching health and human rights papers for conference presentation: UK Public Health Alliance (Edinburgh, February 2007) – balancing the protection of human rights in the control of infectious disease (tuberculosis)

(02-12) – (03-05)	Employer	<i>Topia English Zone</i>
	City / Country	Seoul, South Korea
	Position	<u>ESL Teacher</u>

Responsibilities

- teaching social studies, reading, mathematics and music to 6-16 years
- creating the syllabus and curriculum, weekly and monthly tests
- assessing the appropriate learning material and text books
- designing evaluation/progress reports
- undertaking a weekly fun fitness and games programme and extra-curricular activities
- participating in school promotional & marketing activities
- carrying out oral interviews to assess level of new students

(01-03) – (01-07)	Employer	<i>Transatlantic Business Dialogue</i>
	City / Country	Brussels, Belgium
	Position	<u>EU Coordinator</u>

Responsibilities

- editing reports containing recommendations on trade policy to be submitted to the EU Commission and the U.S. Administration
- preparing for the EU-U.S. Summit (Gothenburg) and the annual CEO Conference (Stockholm)
- regular co-ordination and meetings with European Commission *DG Enterprise & Information Society, Trade and External Relations* and European Parliament (Delegation to the US)
- co-ordination of working and expert groups (WTO Agenda, Regulatory Policy, Networked Economy, Capital Markets and Dispute Management);
- undertaking site visits in Stockholm and Washington DC and liaising with hotels and conference organisers
- co-ordinating business-government meetings, instigating outreaches to the media and other Dialogues (Environmental and Consumer Dialogues)
- compiling press lists of European and International media; designing press packets; drafting press invitations, strategy, agenda and profiles
- editing the monthly TABD Newsletter

(00-09) – (01-02)	Employer	<i>European Economic & Social Committee</i>
	City / Country	Brussels, Belgium
	Position	<u>EU Trainee</u>

Responsibilities

- assisting the Head of the Single Market, Production and Consumption division
- analyzing EU legislation - comparing the Committee's opinions and recommendations with the legislation adopted by the European Parliament and/or Council
- drafting reports and 'follow-ups' on same
- assisting in the compilation of the European Consumer's Day brochure
- carrying out research for the working group on 'Trade and Social Development'
- participating in various study trips, lectures and conferences hosted by international and European organisations

(00-02) – (00-07)	Employer	<i>Midas Trading House</i>
	City / Country	Dublin, Ireland
	Position	<u>Customer Service Representative</u>

Responsibilities

- providing online technical and customer support to end users of Internet Trading platform/software - *Enexx Professional Trading Tools*; responding to customer correspondence via telephone and email via German and English
- investigating customer queries and resolving attendant problems
- liaising between partners in Switzerland, Austria and Germany
- liaising with MTH IT team as required

- updating databases; editing and translation for website maintenance
- executing customers' orders (confirming, checking and placing trades) using the live terminal accessing the electronic exchanges (EUREX and XETRA)
- providing information to clients on the associated IT and financial market issues, including relevant Irish & EU regulatory environment (Companies Act 1990, Investment Intermediaries Act 1995, Criminal Justice Act 1994)
- maintaining and updating various databases

(99-07) – (99-10)	Employer	<i>Delmonico Hotel</i>
	City / Country	New York, USA
	Position	<u>Guest Service Agent</u>

Responsibilities

- front desk / concierge duties: welcoming and registering guests, assigning rooms and issue room cards; reviewing guest account on check out; advising housekeeping; responding to reservation enquiries; answering telephones and taking messages; dealing with guest complaints and recording comments
- verifying customers' credit and establishing payment method
- providing information about services available in the hotel and in Manhattan (dining etc.)
- supervision of business centre; providing technical support and training to customers using various software applications such as the MS Office Suite (Word, Excel, PowerPoint), Internet Explorer, Netscape and basic hardware support)

(97-06) – (97-09)	Employer	<i>Thames Water Utilities</i>
	City / Country	Brentford (Greater London), UK
	Position	<u>Administrative Assistant</u>

Responsibilities

- recording, classifying (via database) and disseminating the daily incoming correspondence and cheques for an extremely busy design estimating team
- co-ordination of database (Staffware'97) in pilot stage (upgrading to Windows environment)
- processing of applications;
- compilation of weekly and monthly management reports
- arranging meetings and team briefings;
- restructuring and linking information from existing DOS database

ACHIEVEMENTS - Volunteering

• Literacy Tutor (summer 2009)

Special Olympics Committee, Navan Library, Co. Meath, Ireland: literacy classes for adults with learning difficulties

• Support Assistant (October-November 2009)

Al Azzeh Refugee Camp, Bethlehem, Palestine (assisting a woman with muscular dystrophy), Palestine