

JEREMY McCOY

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PROFILE

A highly focused and self-motivated individual with a positive and professional attitude. Experience of teaching, training and customer service roles that required excellent communication skills and a sociable character. An enthusiastic and friendly person who has a responsible attitude and an ability to work well using initiative. Currently seeking a school in Korea in order to continue professional and personal progression and help satisfy a genuine interest in Korean culture.

KEY SKILLS

Excellent communicator: A well-spoken person with a clear and easy to understand English accent. Takes the time to listen to others and build a great rapport with people.

Reliable and trustworthy: Can always be relied upon to provide a consistently good performance and a comprehensive service.

Encouraging and Supportive: Always tries to create a positive, happy and enjoyable learning environment with respect for others and boundaries for behavior. Also encourages creativity and self-expression.

Enjoys teamwork: Really enjoys making a contribution to a common goal and helping colleagues to achieve the company targets.

CAREER HISTORY

Self-Employed

English Teacher, 2009 to Present

- Teach General English to foreign students (e.g. Korean) on a 1:1 and small group basis.
- Specialize in IELTS exam preparation and practice (really enjoy preparing Koreans).
- Plan and prepare lessons and think of ways to make the learning as interesting and effective as possible. Produce worksheets for vocabulary and grammar exercises. Create and update computer documents to support teaching.
- Offer support and encouragement to all students.
- Engage students and help them to enjoy communicating in another language.

Tesco plc

Customer Service Assistant, 2004 to 2007

- Part-time work responsible for advising customers about Tesco products and services.
- Demonstrated good communication skills and strong product knowledge.
- Successfully trained new members of staff how to deliver good customer service and operate various machines.
- Developed excellent and efficient working relationships within a small department.
- Received a number of company value awards which were only given to employees who demonstrated special qualities, a positive work ethic and company commitment.

The Doxa Partnership

Music Teacher, 2005

- Successfully conducted music production lessons part-time.
- Using computers, microphones and other technologies, taught four teenage students how to produce original songs from start to finish.
- Supported and helped with the company's development as an approved learning center.
- Worked on promotion and marketing ideas including one for the company's, 'I Have A Dream' competition for schools. Also met with teachers, producers and potential clients.

**AJ Consultancy Ltd
Trainer, 2006**

- Employed to support a team effectively co-ordinate and deliver personal development workshops ad hoc.
- Helped to organize rooms and props, greeted people on arrival, interacted in workshop activities, answered questions and communicated 1:1 with many people including teachers and nurses mainly about personal development related issues.
- This role demanded excellent interpersonal skills and an enthusiastic and sociable personality.

VOLUNTARY EXPERIENCE

- Proofread and edited work written in English by a foreign master's degree student. Also improved student's knowledge and usage of phrasal verbs and idioms.
- Greatly improved a quiet and shy foreign student's confidence to speak English.
- Assisted with some English language work for a book being written by a native Korean professor at Sungkonghoe University in Seoul.
- Edited and made suggestions on work written in English by a native Korean friend.
- Enjoyed greatly assisting a native Korean friend with the writing of a resume.
- Gave an oral assessment to Korean students after watching them perform a small play (part of Henrik Ibsen's, 'A Doll's House') in their classroom at a school in Incheon.
- Improved a Chinese colleague's English pronunciation through regular conversation.
- Contributed to the writing and producing of two small poetry books during university.
- Taught basic computer skills to people on a 1:1 basis.

EDUCATION, TRAINING AND QUALIFICATIONS

South Thames College, London, 2010

- The Teaching Knowledge Test (TKT) Course.
- Cambridge ESOL Teaching Knowledge Test certificates.

i-to-i, 2007

- TEFL 40 Hour course certificate.
- TEFL to Young Learners course certificate.
- Teaching with Limited Resources course certificate.
- Letter of reference from i-to-i.

SAE Institute, London, 2001 to 2003

- Audio Engineering training.

University of Wales, Lampeter (renamed in 2010: University of Wales, Trinity Saint David), 1998 to 2001

- BA Hons in History (2.2).

Hitchin Boys' School, 1991 to 1998

- 'A' levels: English, History, Economics.
- GCSE's: English Language, English Literature, German, History, Geography, Technology, Mathematics and Science.