

Joe Holles de Peyer



Personal information

Nationality British
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Date of birth February 6th 1984
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Desired employment English Language Teacher

Education and training

Dates 2012
Title of qualification awarded **TEFL Certificate**
Principal subjects/occupational skills covered TEFL Methods, classroom management, student motivation, lesson planning (grammar, vocabulary, pronunciation, etc.). Including 20 hours of classroom experience.
Name and type of organisation providing education and training i-to-i TEFL

Dates 2002- 2007
Title of qualification awarded **Bachelor's Degree in Philosophy**
Principal subjects/occupational skills covered Development of skills such as rational and analytical thinking. Research and communication skills, problem solving and time management.
Name of organisation providing education and training University of Salamanca

Dates 2008-2010 (final semester pending)
Title of qualification awarded **Unfinished Bachelor's Degree in Translation Studies (English-Spanish-French)**
Observations Due to cutbacks on scholarships and public grants I was obliged to change city, postpone the completion of my second degree and start work as a freelance translator and teacher.
Principal subjects/occupational skills covered Translation and interpreting (English-Spanish-French). Development of written and spoken communication skills.
Name of organisation providing education and training University of Salamanca

Dates September 2007
Title of qualification awarded **Certificate in Team Leadership**
Principal subjects/occupational skills covered Development of the necessary skills to offer guidance, support, direction and instruction for groups and their individual members.
Name of organisation providing education and training University of Salamanca

Work Experience

Dates	November 2012- <i>present</i>
Occupation or position held	ESL assistant teacher (Part-time)
Main activities and responsibilities	Teaching English as a foreign language from elementary to intermediate level to students aged 6 to 13. Classes of up to 30 students of various nationalities.
Name and address of employer	Lloret de Vistalegre Public School, Lloret, Mallorca, Spain.
Dates	2007-2011
Occupation or position held	Private English teacher (Part-time)
Main activities and responsibilities	Teaching English as a foreign language to small groups of students aged 7 to 16 . Preparing students for official exams, covering grammar, vocabulary and pronunciation.
Name and address of employer	Freelance
Dates	July 2007
Occupation or position held	PE Teacher (Full-time)
Main activities and responsibilities	Teaching physical education in English to Spanish students aged 6 to 16.
Name and address of employer	The Academy International School, Marratxi, Palma de Mallorca, Spain.
Dates	June-September 2010
Occupation and position held	Translator (Part-time)
Main activities and responsibilities	Translation of specialized educational and medical documents from Spanish to English.
Name and address of employer	Vicente Ferrer Foundation, Anantapur, India.
Dates	May-June 2010
Occupation and position held	Translator (Part-time)
Main activities and responsibilities	Translation of the University of Salamanca's website from Spanish to English.
Name and address of employer	University of Salamanca, Patio de las Escuelas 1, Salamanca, Spain.
Dates	August 2010-October 2011
Occupation and position held	Translator-Interpreter (Part-time)
Main activities and responsibilities	Interpreting in cultural events and translation of brochures, advertisements, press releases, etc.
Name and address of employer	Wom Live, c/ Pou 3, Palma de Mallorca.
Dates	September-November 2011
Occupation and position held	Translator (Part-time)
Main activities and responsibilities	Translation of short movie scripts, story-boards and letters.
Name and address of employer	Oigovisiones Films, Kreuzberg, Berlin.
Dates	December 2011-November 2012
Occupation and position held	Restaurant Manager (Full-time)
Main activities and responsibilities	Employee scheduling, inventory management, strategic planning and basic accounting.
Name and address of employer	Es Roquisar, Plz Bartolome Estaràs 1, Valldemossa, Mallorca.

Personal skills and competences

Mother tongue **English**

Other languages Spanish, French, Catalan

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	Fluent	Fluent	Fluent	Fluent	Fluent
French	Proficient	Proficient	Intermediate	Intermediate	Intermediate
Catalan	Fluent	Fluent	Fluent	Fluent	Fluent

Social skills and competences I work happily and successfully within team frameworks, using my own initiative when necessary but always ready to compromise. I am an enthusiastic, responsible and energetic partner with very good communication skills.

Computer skills and competences Computers have always been very important in my work and I have wide experience of Microsoft Office (Word, Excel, Power Point, Access), translation software such as Déjà Vu, Multiterm, SDL Trados and other programs such as Adobe Photoshop, Adobe Illustrator and Macromedia Freehand.
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Art skills I have been interested in the arts since a young age and have attended painting and photography lessons on and off throughout my childhood.

Sports skills I have practiced sport all my life and I have also coached a number of basketball and soccer teams in the last few years.

Driving licence European B-type driving license.

Additional information I have applied for all required Visa documents and expect to be ready to start by mid December.