

FAYE DAVIES

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SUMMARY

A trilingual EFL teacher, teacher trainer, and materials writer with over a decades' experience gained in Spain, Hong Kong and the UK – with a focus on both adults and young learners. I am creative, energetic and resourceful, with excellent observation reports and references spanning many years.

EDUCATION

CELTA (grade B), 2005

University of Oxford —
English Lang & Lit (BA Hons,
high 2:1), 1999

EXPERIENCE

Self-employed EFL Teacher/Writer

Madrid, Spain — Oct 2014 - present

- I create bespoke classes for individuals with diverse learning goals, from exam-takers to doctors
- I train students for diplomatic exams, which involve demanding translation and oral tests
- I write content for diverse clients, including EFL course books

Teacher, Eton College Summer Schools

Eton, UK — July – Aug 2015 & 2016

- Delivered multi-level classes with strong communication focus to Japanese teenagers
- Supervised and participated in cultural trips, sports events, concerts and meals
- Maintained the prestigious ESS brand by observing high standards of customer service

Teacher, The English Language Centre

Bristol, UK — Dec 2013 - Sep 2014

- Created and delivered lessons for a wide range of levels – from general English to IELTS
- Ran and promoted a bi-weekly conversation club
- Designed classes around cultural experiences, such as court cases and museum visits

Teacher Trainer, Macmillan ELT

Madrid, Spain — Oct 2011 - Oct 2012

- Created and delivered EFL seminars and workshops to varied audiences on diverse pedagogical topics
- Developed a specialism in teaching language through ICT
- Researched new areas of methodology e.g. CLIL, collaborative learning
- Attended seminars, courses, and workshops delivered by Macmillan's authors and other ELT experts
- Provided and received feedback in order to improve training

Teacher & Coordinator, The British Council

Madrid, Spain — July 2005 - Sep 2011 / Hong Kong, summer 2008

- Planned and delivered approximately 3,000 hours of English classes to students of all levels and ages

- Acted as official Cambridge examiner for the Starters, Movers, Flyers, PET, FCE and CAE exams; trained others in this role
- Authored and delivered training sessions focusing on various areas of methodology e.g. pronunciation, teaching EFL through literature
- Managed time-sensitive projects to promote the centre's busy library
- Liaised between customers, educators, and senior management, in both English and Spanish

Senior Copywriter, Michael Page

London, UK — 2002 - 2004

- Conceived advertising and direct mail campaigns in order to more effectively reach our target audience and drive business
- Authored copy for print adverts, brochures, and commercial correspondence to boost our brand
- Collaborated with partners to create a new and improved corporate website

Copywriter, Ogilvy Interactive

Paris, France — 1999 - 2002

- Conceived internet advertising campaigns for international brands including IBM, Air France, Perrier, Louis Vuitton
- Created and translated (French to English) content for large corporate websites

SKILLS

- Adaptability with multi-level classes
- Presentation experience with varied audiences (peers, clients, senior management)
- Strong interpersonal skills
- Advanced language skills: native English; fluent Spanish; good French; basic German
- ICT proficiency in most popular software (MS Office, iLife, Photoshop etc.) plus cloud tools and social media sites
- Project management experience
- Copywriting and editing skills
- Clean UK driving license

OTHER QUALIFICATIONS

Bath Spa University — MA in Creative Writing (distinction), 2013

EFTI, Madrid — Diploma in Digital Photography, 2007

REFERENCES

Professional and academic references available on request

INTERESTS

I have written short fiction and features articles for a number of print publications and am currently finishing a novel. I run, cycle, and dance tango and salsa.