



Claire Norris

ESL ENGLISH TEACHER

Details

Dunfermline, Scotland / Jong-no, Seoul (current but moving back to UK soon)

Scotland/ South Korea

clairenorris1995@outlook.com

NATIONALITY

British

DATE / PLACE OF BIRTH

1995/09/28

Reading

Skills

English

Administration

Communication and Negotiation

Editing and Proofreading

Marketing

Event Planning

Cooperation

Creativity

Good time management

CRM Software

Good team player

Lesson Planning

Korean

Profile

A passionate and hard-working individual with an invested interest in teaching English as a foreign language. A full time, self-employed ESL teacher online with excellent organizational skills. A background in Proofreading, English & Music Teaching, Event Management, Administration and Project Coordination.

Employment History

English Teacher, SIC Academy, Seoul

MARCH 2023 – JULY 2023

Created a whole curriculum for 1st Graders in the schools first ever international class. Worked with 6 and 8 year olds, helping with reading, writing, speaking, listening and presenting. Taught a whole curriculum including English (reading, writing, speaking, listening, phonics, grammar, creative writing), Math, Social Studies, Music and Drama, Art and Science.

Planned and presente open day for parent to see how their child was ping, setting homework tasks, marking, grading and writing pupil reports.

Freelance ESL Teacher, Self-employed

JULY 2020 – PRESENT

Offering online English tutoring to students from all over the world in one to one lessons. Creation of English lessons and proofreading/editing all submissions from students. Corrections made to Grammar, Spelling, Sentence structure, etc. Tailoring classes to meet the needs of the student in Oral, Listening, Reading and Writing topics. Helping students complete IELTS and Cambridge exams, as well as school interviews and exams.

Education Business Development Support, Tree of Knowledge, Dunfermline

MAY 2019 – JULY 2020

Working for a Company that offers motivational workshops to children aged 8-18.

Supporting 2 directors in all sales and marketing duties including proofreading and creating marketing materials including brochures, contracts, and lesson plans, setting up meetings with potential clients, planning and confirming all event details with clients and speakers at monthly, weekly, and day prior intervals. Organization of accommodation and travel for colleagues,

Customer Service Specialist, Sainsbury's Bank, Edinburgh

NOVEMBER 2018 – MAY 2019

Ensuring outstanding customer service is delivered at all times. The first point of contact for inbound calls from customers relating to any aspect of their banking requirement with the bank. Answering all queries efficiently and effectively for each customer. Responsible for efficiently dealing with customer complaints, delivering resolutions, and ensuring customer satisfaction throughout their contact with the bank. Proactively developing the necessary knowledge and skills needed to achieve successful delivery and providing accurate information to customers and colleagues to ensure fairness for all

Dedicated Wedding Coordinator, Compass Group UK, Edinburgh

AUGUST 2017 – AUGUST 2018

Hobbies

Singing
Writing
Learning languages

Languages

English

Providing a full sales, administration, marketing and project management service to customers. First point of call for customers interested in weddings/conferences etc. Creating sales opportunities via networking events, social media and one to one meetings and closing my own leads, plus those of team members. Managing preferred suppliers and up-selling other services that may interest the client. Other responsibilities included creating successful wedding fairs to bring in new business and create a stronger bond with local suppliers, creating and proofreading all brochures, flyers, and essential marketing materials, assisting at open evenings and other events, assisting at Weddings throughout the day including being main contact for bride and groom from 8am in the morning, front of house tasks, physical set up of facilities for events and creating social media platforms separate from Edinburgh Zoo including Instagram and LinkedIn, working closely with the inhouse chef and operations team to create new opportunities for the venue.

Head of Department - Sales, Highland Kilt Connections, Dalgety Bay

FEBRUARY 2017 – AUGUST 2017

Managing all kilt business including sizing, ordering, and invoicing. Creating and editing social media and marketing materials, Assisting with setting up and running of promotional fashion shows, wedding fayres, and designer weekends for both Highland Wear and Bridal. Utilizing an online booking system and providing direct client management. Responsible for the full administration relating to bookings, invoicing, and ordering. Promoting the business at various networking events and wedding fayres etc.

Special Events Executive, Macdonald Hotel & Spa, Southampton

JUNE 2016 – OCTOBER 2016

Administration, sales, and management of a wide range of events including weddings, company exhibitions, charity events, fayres, and conferences. Responsible for the whole events process. Converting initial inquiries into solid bookings, event design, set up, and delivery as well as creating and editing social media posts, brochures and emails.

Education

Open Bachelor Degree, Open University, Online

JUNE 2023

Open degree studying creative writing (English) and children's literacy.

HNC Event Management, Fife College, Kirkcaldy

AUGUST 2014 – JANUARY 2015

Highers, Advanved Highers, Inverkeithing High School, Dunfermline

AUGUST 2011 – JUNE 2013

Adv Music - A

Higher Business Management - A

Higher Religious, Moral and Philosophical Studies - A

Higher Music - B

Higher English - B

Higher Drama - B

References

Gavin Oattes from Tree of Knowledge
gavin@treeof.com