

Holly Dean - Young

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CITIZENSHIP: UK **AGE:** 39 **MARITAL STATUS:** SINGLE



OBJECTIVE OVERVIEW

- Tefl certified, University graduate seeking a teaching position. With many years of experience in education administration and a desire to combine an interest in language learning and involvement with working with students.

Education

CERTIFICATE IN TEACHING ENGLISH AS A FOREIGN LANGUAGE & TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGE | 2023 | TEFL

- 120-hour Premier TEFL course (ID:217224)
- Online teaching practice course

BA (HONS) THEOLOGY | 2005 | HULL UNIVERSITY

- 2:2

A LEVELS| 2002 | PRIESTLEY COLLEGE, WARRINGTON

- English Literature, Psychology
- AVEC (Double awards) Performing arts

GCSES| 2000 | BIRCHWOOD COMMUNITY HIGH SCHOOL, WARRINGTON

- 10 grades A - C

Teaching experience

TRAINEE TEACHER| ST RICHARD GWYN ROMAN CATHOLIC HIGH SCHOOL | OCT 2007 – DEC 2007

- Technical director of Talent show, Taught KS3 and KS4 RE, organization and evaluation of lessons.

TRAINEE TEACHER | LLANTWIT MAJOR SCHOOL | FEB 2008 – MAY 2008

- Worked with SEN and ESB children, Taught KS3,4 and 5, helped with Drama production, helped with Fair trade group and organised trip to local landmark.

CLASSROOM VOLUNTEER | GRAISELEY PRIMARY SCHOOL | 2005 – 2006

- Supported reading in classroom and general classroom participation. Support exams and school trips.

EF CENTRE MANAGER | DAUNTSEY SITE EF LANGUAGE TRAVEL | JUN 2002 – AUG 2002

- Manager of a summer school hosted at Dauntsey's School, supporting the main site. Organised and managed local and foreign teachers and on-site staff.

EF LEADER | EDINBURGH SITE EF LANGUAGE TRAVEL | JUN 2001 – AUG 2001

- Taught English to Chinese and Italian students and then supported their visits to local places of interest.

Additional Experience

AAPS CDT CENTRE CO-ORDINATOR | UNIVERSITY OF BATH | AUG 2021 - PRESENT

- Supporting the running of a CDT, a project that supports PhD students as they research sustainable transport and mobility. Arrange events both as showcases and social, manage records for data analysis and reporting and timetables as well as liaise with the Advisory board and Management team on arrangements for their contribution. Supporting website and other marketing updates and access.

RESEARCH SUPPORT ADMINISTRATOR | UNIVERSITY OF BATH | NOV 2017 – JUL 2021

- Supporting Research at the School of Management within the University of Bath. Creating the events webpages using Adobe Dreamweaver and Typecase. Minuting the Research Committee, supporting REF 2021 (an official accreditation). Organise both internal, external as well as international events. Working on #Research4Good campaign supporting marketing and access to research. Manage budgets and process payments for the team.

PROGRAMME ADMINISTRATOR | BRITISH MUSEUM | NOV 2011 – OCT 2017

- Programme, plan and organise events both public and internal, administrative support for five teams covering front of house issues, editing marketing materials, dealing with internal and external queries, using Microsoft Word, Excel and Powerpoint regularly. Collating statistic for Department of Culture, Media and Sport.

CUSTOMER SERVICE AGENT | BRITISH MUSEUM | 2009 - 2011

- Dealt with facility and building maintenance issues, resolved conflicts, dealt with incoming public queries by email and written correspondence and over the telephone. Managed visitor flat. Used databases and spreadsheets. Set up and ran social groups. Took minutes for meetings.

CUSTOMER SERVICE ASSISTANT | THE NATIONAL TRUST | 2008 - 2009

- Covered business reception, greeted guests and organised catering, managed switchboard, sold memberships, provided tourist information, created posters and PowerPoints for display, used spreadsheets and databases, provided technical support for electrical equipment.

CUSTOMER SERVICE ADVISOR | VENTURA CUSTOMER SERVICE MANAGEMENT | 2006 - 2007

- Handled accounts, trained and used telephone switchboard, answered letters, used Microsoft Office, worked in a team and used filling system.

PARISH ASSISTANT | CENTRAL PARISH OF WOLVERHAMPTON | 2005 - 2006

- Attended meetings with members of the community and created publicity for community events. Was a volunteer classroom assistant at Graiseley Primary school and worked one day a week in either KS1/2. Helped with tours and educational visits and prepared school resources.

Interests and hobbies

- I really love film, comic books, thrillers and reading. I swim and take part in archery. I am fascinated by all forms of art especially the Pre Raphaelites, pop art and Cubism. I help to organize the Staff Boardgame club at the University. I am a volunteer film programmer for FilmBath.

References

- Mrs Yvonne Ascott, AAPS CDT Centre Manager, Department of Mechanical Engineering, University of Bath, Claverton Down, Bath, BA2 7AY Tel no: 01225 386418 email: ya215@bath.ac.uk
- HR department, British Museum, Great Russell St, London, WC1B 3DG Tel no: 02073238800 email: recruitment@britishmuseum.org