

Mike Tong
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EDUCATION

I-TO-I

TITLE	Año
Teaching English as a Foreign Language	2004

CHARTERED INSTITUTE OF PURCHASING AND SUPPLY

TITLE	Año
PROFESSIONAL QUALIFICATION CHARTERED INSTITUTE OF PURCHASING AND SUPPLY	1992

ROYAL HOLLOWAY UNIVERSITY, LONDON

TITLE	Año
BACHELOR OF ARTS BUSINESS STUDIES UPPER SECOND (HONS)	1988

TEACHING EXPERIENCE

FREELANCE TEACHING ENGLISH AS A SECOND LANGUAGE 15+ YEARS

Being freelance, I have to interact with companies and develop relationships during the course of my work. I am disciplined and goal orientated, as I have to multi-task and schedule effectively.

I have designed seasonal programmes emphasizing vocabulary, pronunciation, reading comprehension, task specific courses e.g. answering telephone calls, Customer Service, business English, for companies such as Santander España, UGT, Veralia, Anaya, Vodafone etc.

Assigned lessons and homework, tests and exams.

Developed and taught a curriculum to improve student's conversational abilities.

Encouraged feedback from students to improve or change goals and objectives during the year. I have also had the pleasure of producing translation services for various companies, including web sites, film scripts, technical books, business contracts and general business correspondence.

SKILLS

CERTIFIED TEFL TEACHER 15+ YEARS

MS OFFICE

RECORDKEEPING EXPERTISE

PROFICIENT IN CREATING AND MAINTAINING SCHEDULES

PROJECT MANAGEMENT SKILLS AT ISO COMPANIES IN AVIONICS AND TELECOMMUNICATIONS

LANGUAGES

- Native British English
 - Fluent Spanish
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