

Jane Doe

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Personal Profile

Date of Birth: 24th of July 1981
Marriage Status: Married
Nationality: French

Summary of Experience

International Education Co-ordination:

- Deputy director of the leading international educational consultancy in Paris, France.
- Skills working with adults and children, supporting education worldwide
- Worked with many British, European and global schools, colleges and universities
- Trouble-shooting clients problems in various countries
- Accommodation, course and transportation booking
- Amadeus booking system

Professional Linguistic Education:

- Degree qualified linguistic teacher specialising in English and Spanish
- Full range of student age groups from six years old to adult
- Professional courses for regional businesses
- Co-ordinated international trips for French students
- Cambridge and International Exam Preparation (FCE, CAE, CPE, IELTS, TOEFL)

Employment History

November 2003 – March 2006

Deputy Director, Studya Travel, Paris - France

Responsibilities:

Responsible for directly managing staff in Studya. Establishing close ties with Studya's regional and international partners including the XXXXX University, Paris School of Economics, XXXXX Institute Switzerland and XXXXX College New York. Co-ordination of short-term vocational and long-term academic education abroad for French students (both groups and individuals). Work closely with foreign embassies in Paris. Participation in international workshops.

Achievements:

Personally established Studya's links with colleges and universities abroad. Established close links with the British Council. Initiated a range of academic courses, arrangement of accommodation and travel, university and college placement programme. Client-base of Studya more than doubled under updated education programmes.

March 2001 – November 2003

Sales Manager, Studya Travel Agency, Toulouse - France

Responsibilities:

Working with clients, hotels and transport companies at Toulouse Agency's premier travel agency. Arranged trips on an individual basis, unique to each client. Worked closely with the general director, and participated in company planning meetings. Responsibility for both sight-seeing tours and skiing resorts in western Europe.

Achievements:

International travel to assess quality standards of hotels, flights and excursions in a number of countries. Organised company presentations for regional and international partners.

October 1998 – March 2001

English Teacher, Secondary School, Paris - France

Responsibilities:

Teacher of English at different levels for French school children aged from 6 to 16 years old. Duties included preparing materials and subject matter for scheduled lessons. Preparation of school reports and carrying out parent-teacher evenings.

Achievements:

Organised and worked at various summer camps over a number of years during summer holidays. Voluntarily organised out-of-hours social activities for students and teachers, as well as field-trips for students.

Education

Professional Education:

- Amadeus system operation (run by Lufthansa)

Academic Education:

- *1995-2000, Paris Linguistic University*
 - Degree in Linguistics
 - Theoretical Grammar, Stylistics, History of English, Pedagogies, Latin, English Literature, Phonetics, Country Studies and Philosophy
- *1985-1995, Secondary School, Paris*
 - Certificate of Secondary Education
 - Advanced English, Literature, Russian, History, Chemistry, Physics, Biology, Mathematics, Arts, PE
 - Studied for 1 month in Colorado Springs, USA
 - Studied for 1 month in Porto, Portugal

Objectives

I would like to obtain work where I can utilise my skills in education and education abroad, including co-ordinating student's courses, accommodation, and travel with a view to taking on a management role within a company.

Interests

Music, hiking, camping, Russian folk dancing (attended eight years in professional dance classes)