

KELLIE LOUISE NOON

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Experienced TEFL teacher and MITI qualified Spanish translator. Additional roles include manager and sales-person. Hard working, trustworthy and always willing to go the extra mile.

Having spent 7 productive years living, studying and working in various regions of Spain, I moved back to Manchester where I embarked on a new project: I opened an EFL school in Manchester city centre.

EMPLOYMENT HISTORY

School Director & Head EFL Teacher | United in Languages |

www.unitedinlanguages.com | Manchester, England | September 2014 – present

Partner and head teacher of a private language school specialising in TEFL teaching. Key activities:

- TEFL Teaching: everything ranging from exam preparation (Cambridge, IELTS, Trinity) to interview preparation and general speaking practice (mainly adult students)
- Content development and management for all courses offered in the school
- Variety of teaching methodologies applied: Communicative Approach, Grammar-Translation, and Direct Method
- Organisation of groups and teachers
- Business promotion and course sales

MITI Qualified Spanish translator | Kellie Noon | www.kellienoontranslations.com | Spain & UK | July 2008 – present

Starting with a project at Mester language school, I quickly built up a personal portfolio and have worked freelance ever since. Areas of specialism include: *The wine industry, Arts, Literature and Media, Education.*

Key translation jobs and clients include:

- Interpret Language Solutions (Spain); I have worked freelance with this company since 2012 on a regular basis. I have also completed tests with this company to accredit my language level both for translating and telephone interpreting.
- Hotel Astoria, San Sebastian, Spain
- Grupo Arco (wines and hotels), Salamanca, Spain
- Collaborations with various institutions, including the Cancer Research Centre and University Hospital, both in Salamanca, Spain

Director of Language Studies & Head EFL Teacher | Laacademia Idiomas |

<http://www.laacademiaidiomas.com/> | San Sebastian, Spain | July 2012 – July 2014

Moving on from my position as a teacher, here I was in charge of the language department of the study centre as well. My roles included: Teaching, administration, organization, promotions, and sales. Key activities:

- Teaching businesses wishing to expand into the international market, via the *Hobetuz* programmes, under management and funding of the Basque government
- Teaching secondary school language teachers on summer courses organised in collaboration with and using funding from the Basque government
- Teaching official exam preparation (Cambridge, IELTS, TOEFL) and general English language courses to students of all levels and ages (5 years and up)
- Variety of teaching methodologies applied: Communicative Approach, Grammar-Translation, and Direct Method

- Advising students on best course of study (adults and children) for all languages: English, French, German, Chinese and Basque
- Organising group timetables and course content for English and French courses
- Hiring and coordination of language teachers for all language courses taught in the school and in collaborating offices and businesses
- Maintaining relations with clients and companies, visiting offices and students around the province

EFL Teacher | One Way Idioms | <http://www.onewayidiomas.com/> | Salamanca, Spain | August 2009 – July 2012

- English teaching to all ages and levels, both at the school and in collaborating companies and workplaces (including hotels, offices, factories and army barracks)
- Mostly using Callan and Direct Method teaching methodologies
- Official Cambridge exam preparation
- Worked in collaboration with various establishments, inc.: Salamanca Bar Association, soldiers at Salamanca army barracks, Intervet, Grupo Arco...

Administration and Translating | Mester | <http://www.mester.com/> | Salamanca, Spain | August 2008 – August 2009

- Varied office work: registrations, consultations, translations, writing the school's blog. Additional tasks as required.
- Some English teaching to children.

FORMAL EDUCATION & QUALIFICATIONS

MA TESOL (Teacher Training) | University of Manchester | 2015-2017

MITI Qualified Spanish Translator | Institute of Translating and Interpreting. Specialism: Arts, Literature, Media. | 2015

BA French Philology | Universidad de Salamanca, Salamanca, Spain | 2007-2012

Manchester High School for Girls, Manchester, England | A-Level and GCSE | 1999-2006. A-Levels in Spanish (A), Classical Civilisation (A) and French (B)

CONTINUING PROFESSIONAL DEVELOPMENT COURSES

Professional Practices for English Teachers. 2015. British Council & Future Learn

How to teach IELTS. 2015. Cambridge English

Grammar for English Teachers. 2015. Cambridge English

TEFL Teaching. 2014. TEFL-UK. Manchester

Presentations and oral communication. 2012. USAL, Salamanca

Group Management. 2012. USAL, Salamanca

Delegating and Time Management. 2012. USAL, Salamanca

Technological resources for learning and teaching. 2012. USAL, Salamanca

Motivation and teaching of grammar, and group dynamics in Spanish classes. 2009. Pontifical University of Salamanca

LANGUAGES

Native English. TEFL teacher. C2 Level Spanish in all disciplines C1 Level French in all disciplines

TRANSLATION COMBINATIONS

Spanish – English, French – English

REFERENCES

Plenty of references are available on request, both English and Spanish.

Client testimonials are also available on request for translation work.