



DAVID CANNING

Nationality: British/Irish

EDUCATION

International House Belfast, November 2012

CELTA certified (120-hour Teaching English as a Foreign Language [TEFL] certificate issued by Cambridge University) - Grade: Pass

- Taught elementary and intermediate multilingual classes of 5-15 students in English as a Second Language.
- Tailored lessons according to research and analysis of student needs.
- Employed original and authentic texts; created activities targeting receptive and productive skills and language systems.
- Experience of activity-based teaching methodologies, lesson planning, phonology, and classroom management.
- Used and adapted materials from 'New English File', 'New Headway' and 'Just Right'.

University of Glamorgan, 2009 – 2012

Cardiff, UK

Bachelor of Arts, Interior Design – 2:2

- Experience presenting to both clients and classmates in a professional manner.

North West Regional College, 2007 – 2008

County Londonderry, N.I

Diploma in Art & Design - Merit

Limavady Grammar School, 2000 – 2007

County Londonderry, N.I

A-Level - English/ Biology/Art & Design: Grade A

GCSE - English/ Religious Studies/ Art & Design/ French: Grade A*

Double Award Science/ Maths/ History: Grade A

EMPLOYMENT HISTORY

Learn Hot English

Madrid

English Teacher

Sept 2019 – Present

- On-line and presential classes following the academy's in-house resources.

Diverbo

Madrid

English Teacher

Sept 2018 – Present

- In-company classes.

Training Express

Madrid

English Teacher

Sept 2016 – Jan 2018

- Giving in-company group classes, based on the company's on-line platform, to a variety of levels.

Sunny Academy

Madrid

English Teacher

Sept 2016 – Present 2016

- Preparing groups of students for a variety of examinations, including Cambridge First Certificate and P.E.T, as well as a more general English approach to those of a lower level.

Kings Training

Madrid

English Teacher

Jan 2014 – June 2016

- Giving in-company one to one classes, throughout Madrid, catering for an array of levels and students. Many classes centered on Financial English, working in the Bank of Spain.

Urban Design International

Shenzhen, China

Design Intern

Sept 2013 – Dec 2013

- Creating AutoCAD technical drawings, as well as working in Photoshop.
- Also conducted weekly business English classes for the company staff.

Collegio San Agustin (state primary school)

Seville, Spain

English Teaching Assistant

March 2013 – June 2013

- Teaching twelve students at a time, aged 6 – 10, in my own classroom. Responsible for supplementing their learning, with the focus being on conversation and pronunciation.
- Approaching lesson planning in a creative manner, to ensure students are engaged and interacting with both each other, and the language.

SCOTT W. CUNNINGHAM

Nationality: American

**TEACHING & EDUCATION EXPERIENCE****English Teacher**

Learn Hot English Language Services

Barcelona SPAIN

October 2013 – *present*

English for Business

Barcelona SPAIN

September 2016 - *present*

Training Express / Learnlight

Barcelona SPAIN

July 2016 – June 2018

Camino Language School

Barcelona SPAIN

September – June 2014

Digital Training / IBM

Barcelona SPAIN

January – June 2014

Brighton Training

Madrid/Barcelona SPAIN

April 2013 – July 2014

Plan/teach EFL to company employees at their offices in small group & individual classes. Work with students on company correspondence. Keep records and fulfill all other requirements for the position.

English Teacher

American Language Academy

Madrid SPAIN

October 2011 – July 2013

Planned lessons and taught EFL classes in school and in company to adults in small group and individual classes, including trimester courses and summer month-long intensives. Gave in-company workshops on various topics.

Kept attendance records, wrote student progress reports, and fulfilled all other requirements for the position.

English Teacher

University of Nebraska at Omaha Omaha, NE USA August 2010
Taught 3 day special course for Japanese high school students on week-long sister-city exchange from Shizouka.
Informal classroom instruction based on conversation, topical city & host family interactions.

English Teacher

EF INST Language School Istanbul TURKEY January 2010 – June 2010
Planned lessons and taught EFL classes in school and in company to adults in small group and individual classes.
Kept records, wrote student progress reports, and fulfilled all other requirements for the position.

Summer Camp English Teacher

Beykent Koleji Edirne TURKEY July 2009
Planned lessons and taught English to a class of 20 6-10 year olds. Used various techniques including: book lessons, video, songs, classroom & playground games, singing, dancing, art projects, etc. Worked with a Turkish assistant. Also supervised playground and swimming pool time.

English Teacher / Testing & Materials Staff

Beykent University Istanbul TURKEY September 2008 – December 2009
Planned lessons and taught EFL to prep school students. Attended regular meetings & workshops. During 3 month tenure in the T&M department, worked in teams to design curricula, quizzes, exams. Was solely responsible for designing curricula, quizzes, exams for a particular repeat group.

Private English/Spanish Teacher

Self-employed Portland, OR USA October 2007 - March 2008
Planned and taught private classes to two students. Worked on everything from grammar to real conversation. Taught Spanish to one student who was moving to work in Mexico.

English Teacher

Plan Idiomas Direcionadas Rio de Janeiro BRAZIL March – September 2007
New Start English Language for Business Rio de Janeiro BRAZIL March – September 2007
Planned lessons and taught EFL to company employees at their offices in both small group and individual classes. Worked with students on company correspondence. Also taught one group of teachers at The British School. Kept attendance records and fulfilled all other requirements for the position.

English Teacher

Master School of English Barcelona SPAIN July 2005
Planned/taught 3 1-month intensive courses to teenagers & adults. Fulfilled all requirements for position.

English Teacher

Bicultural Executive Language Services Barcelona SPAIN November 2004 – June 2005
Exit Language Services Barcelona SPAIN October 2004 – June 2005
Planned/taught EFL to company employees at their offices in small group & individual classes. Worked with students on company correspondence. Kept attendance records and fulfilled all other requirements for the position.

Private English/Spanish Teacher

Self-employed *various locations* February 1999 – *present*
Plan/teach private classes to many students during my stays abroad and in the US. Worked on everything from grammar to real conversation, company correspondence. Taught students of all levels, various ages, and professions, both individual and group, in their homes and offices. Taught Spanish language course to one British national in Barcelona & an American in Oregon. Planned/taught private classes to one international graduate student in Seattle who was preparing for the TOEFL. Teach online conversation classes to students in Korea online via a Skype-like format through a company in Seoul.

English Professor

ITESM University Guadalajara MEXICO February 1999 – May 2000
Planned/taught lesson EFL to university students of all majors. Worked in teams to design curricula / exams. Administered TOEFL practice exams. Served as faculty member of language department attending regular meetings, trainings, seminars, etc. Worked individually and in groups with students outside of class. Used Learning Space/Lotus Notes app for all courses. Taught Business English and TOEFL classes. Taught private EFL classes to university administrators. Taught EFL juniors course.

English Teacher

Proulex - Universidad de GDL Guadalajara MEXICO November 1998 – February 1999
Planned/taught EFL to general public in small group classes. Taught Business English and TOEFL classes. Taught one month special police training course to new recruits. Administered exams and fulfilled all other requirements for the position.

Education Coordinator

NAF Multicultural Human Development Corp Omaha, NE USA 1994-1995
Researched, Developed, Purchased, Implemented, & Taught curricula and materials. Recruited, Trained, Supervised, & Evaluated instructional staff & volunteers. Researched & Implemented new statewide educational testing procedures. Created manual for my position. Translated portions of local supermarket chain employee manual. Did some basic grant writing. Used Spanish language skills, both oral and written, daily. Worked in numerous capacities with monolingual Spanish-speaking people.

Teacher/Coordinator

Language Learners in Partnership (LLIP) Omaha, NE USA 1992-1993
Planned/taught English survival skills to Spanish-speaking immigrants. Coordinated all aspects of program including: recruiting teaching staff, ordering texts & materials, registering new students, setting schedules and keeping records.
Conceptualized & edited company newsletter.

EDUCATION

Certificate in Teaching English as a Foreign Language (TEFL)

New World Teachers Puerto Vallarta MEXICO October 1998

Bachelor of Arts Degree

University of Nebraska at Omaha USA August 1993
Major: International Studies/Latin American Civilization
Minors: Spanish & French

ANDREW CONEY

Nationality: British

*As an experienced **editor, writer and translator**, I have worked on numerous publishing projects for primary, secondary, bilingual and adult learners as an author, project manager, coordinator, editorial director, translator, editor and writer. My work at Learn Hot English Publishing (of which I am joint business owner and manager) is divided between internal Learn Hot English projects, and work for other leading publishing houses, such as Espasa Calpe, Richmond Publishing, Oxford, Santillana, Macmillan, Pearson, Anaya and SM. I am creative, imaginative and have strong organisational skills. I have also been working as a **teacher** for various groups and classes.*

EDUCATION

Aston University, Aston, England (1995-1997) *MSc and Diploma in teaching and linguistics*

Bristol University, Bristol, England (1989-1992) *Post Graduate Certificate of Education*

London University, London, England (1985-1988) *Degree in Modern History, II.I*

WORK EXPERIENCE

Hot English Publishing, Madrid, Spain (January 2000 – present) Editorial Director & Teaching Director. Hot English Publishing is a publishing company that produces its own products as well as providing editorial services (translation, design, editing, proofreading, audio recording, etc.) to other companies. As part of my work here, I have done the following: writing, editing, design, layout, audio recording and proofreading of textbooks, course books,

magazines, online courses, marketing materials, brochures, websites, adverts, videos... I've also been teaching several classes. Here are some of the projects I've worked on:

- Teacher for several business and general classes through Learn Hot English, as well as organising language training sessions, and giving presentations.
- Translator on a number of projects, including Siro (a food company), El Círculo (a think-tank), and SM (for their bilingual schoolbooks).
- Author of the following books, among many others: *La Gramática Inglesa*, *El Verbo Inglés*, *Inglés Fácil*, *Idioms*, *Phrasal Verbs*, *Pronunciation*, *Speaking*, *Listening*
- Lexicographer for *Concise* and *Pocket* English-Spanish dictionaries
- Editor of the monthly magazine *Learn Hot English*
- Coordinator for the production of supplementary books for secondary-level students
- Producer and chief developer of summer course books
- Creator of our in-house book series *English Unlocked*
- Editor for course books for infants, primary-level students and secondary-school pupils
- Coordinator for vocabulary and grammar booklets for secondary-level students
- Write and editor for exercise booklets for primary-level students
- Editor and proofreader for natural and social science course books for both primary- and secondary-level students
- Writer and coordinator for English worksheets on handicrafts
- Creator of travel books, business books and vocabulary books for adult-learners
- Editorial director of material for an online course.

SKILLS

Languages: English mother tongue, fluent Spanish, upper intermediate French, intermediate German, beginner Norwegian

Work experience as a teacher pre Hot English Publishing

- 1998-99** *Kensington School, Madrid* Tutor and primary teacher for Key Stage 2 of the national curriculum, year 6. Coordinator for two drama clubs. Involved in writing, producing and directing two end of school- year theatre productions.
- 1998** *King's College, Madrid* Coordinator for infants on summer camp. In charge of course programme and camp activities.
- 1997-98** *Highland House Montessori School, Madrid.* Primary teacher for Key Stage 2 of the national curriculum, years five and six. Teacher of music and drama for secondary school. Organised Christmas concert. Wrote and directed end of school-year play.
- 1994-97** *British Council, Madrid.* Senior department First Certificate preparation. Junior and primary department classes. Magazine editor for the Italian school programme.
- 1991-94** *Thamesis, Madrid.* Business and general English to adults. Assisted with intensive course design and implementation.
- 1990-91** *Interlog, Barcelona.* Business and general English to adults. Assisted with the intensive language programme.

Curriculum vitae – Thorley William Russell
Nationality: British

Managing Director, Teacher & CoFounder -Learn Hot English

Dates Employed July 2001 – Present

Employment Duration 19 yrs 9 mos

Location: Madrid Area, Spain

Managing and developing all aspects of Learn Hot English since 2001.

Learn Hot English's (www.learnhotenglish.com)

We give company classes, in a variety of languages to the blue chip sector within mainland Spain, a wide variety of courses are offered including group and one to one classes on site, intensives, specific English and telephone classes, many of which are done internationally. We provide well prepared, dynamic trainers who in turn have access to great materials that focus on exactly what the modern day executive needs to succeed.

Company class teacher

Company Name - International House Madrid

Dates Employed - June 2000-June 2001

Employment Duration - 1 year

Location - Madrid y alrededores, España

Senior Consultant - Senior Finance department

Hays Accountancy & Finance

Dates Employed Jun 1998 – Jun 2000

Employment Duration - 2 yrs 1 month

Location - London, Reino Unido

After a number of promotions my last role was to set up the newly formed Interim Recruitment department which placed high level accountants in interim positions throughout the Surrey and London area.

Company class teacher

Company Name - International House Madrid

Dates Employed - Sep 1996 – Jun 1998

Employment Duration -1 yr 10 mos

Location - Madrid y alrededores, España

Recruited in from London and worked as an in-company English class teacher on their prestigious Bank of Spain contract in Cibeles, Madrid. One to one and group classes to directors, mid managers and secretaries.

Education

Plymouth University

Degree Business and Finance - BA (Hons) 2:1

Field Of Study -Business and Finance

Dates attended or expected graduation 1990 – 1993

Leigh A. Dante
Nationality - American

EDUCATION

Centro de Estudios Financieros, Madrid, Spain - Autumn, 2010
Masters course in Spanish Accounting

University of Illinois at Urbana-Champaign

B.S. in **Finance** and B.A. in **Spanish**; Summa Cum Laude - December, 2003
Major GPA: 4.00/4.00 Overall GPA: 3.815/4.00

Centro Granadí de Español, Granada, Spain (University of Illinois Program) - Autumn, 2000

Winfield College, Vancouver, Canada - T.E.F.L. Certificate Program – Spring, 2004

DELE (Diploma de Espanol como Lengua Extranjera) – Spring, 2006

WORK EXPERIENCE

Hot English Publishing, S.L. – Madrid, Spain 2006 – Present

- **Financial Director** in charge of overseeing the accounting, invoicing and databases
- Sending quarterly reports to the Managing Director to analyze the business and future progress
- Calculated and processed monthly employee wages and provider payments through a SEPA program.
- General office management, stepped in to cover any part of the business when necessary.

- **Director of Studies and Business Development** in charge of gaining new class clients and maintaining satisfaction with the current clients.
- Consistently met with clients and acted as a liaison between the companies' Human Resources Department, the students and the teachers.
- Hired an Assistant Director of Studies and oversaw her work assisting and training the teachers.
- Interviewed and hired qualified TEFL teachers who met the profile for various company client classes.
- Revised the systems and improved the database. Consistently aided the Office Manager and other employees with computer problems, such as fixing Excel spreadsheets and Access databases.

- **Director of Operations** in charge of all major business operations in a Spanish environment from billing clients, paying bills, and balancing the accounts to maintaining respectable customer relations with Hot English Magazine subscribers, translation clients, Powerpack subscribers, and ESL company clients.
- Revised the business plan to update and improve accounting and client management systems and operations.
- Office manager and administrator responsible for payroll and the maintenance of office productivity.
- Trained and supervised the Director of Studies, Salespeople, several employees and interns.
- Aided the Director of Studies in establishing a well-known ESL academy with well-trained teachers.
- Instructed the company director of Credito y Caucion in order to ensure high quality ESL classes.

Atlas Language Programs, S.L., T.E.C. - Madrid, Spain 2004 - 2006

- Traveled to various companies in Madrid to teach students Business English in order to improve working relations within their international companies and prepared students for the Official First Certificate and Advanced Cambridge Exams.
- Worked with different kinds of companies: Ineco, a transportation engineering firm; Parexel, a Clinical Trial company; Cenim, a scientific research firm; and the Chamber of Commerce
- Taught children ranging from the ages of 5 to 15.

Colegio Montfort - Madrid, Spain

Summer, 2004

- Coordinated teachers and acted as liaison between the teachers and the camp's director.
- Taught teenagers (ages 12-14) English as part of their summer program.

SKILLS

- Computer savvy, experienced in Microsoft Office (A3 accounting software, Access, Excel, Word, PowerPoint)
- Strong writing, research, and analytical skills
- Strong problem solver
- Write and speak Spanish fluently

Nate Hamrick
Nationality - American

Education

Canterbury English Academy, Madrid, Spain

Certification in TEFL (Teaching English as a Foreign Language) 2007

TEFL training course covering language methodology, linguistics, phonetics, vocabulary and grammar, as well as teaching skills of lesson planning, curriculum development, classroom management, personality and language assessments.

Indiana University, Bloomington, Indiana

B.A. in Linguistics and Spanish 1994 – 1996

+1 year Overseas Study, Salamanca, Spain

The University of Iowa, Iowa City, Iowa

Liberal Arts coursework 1992 – 1994

Areas of Concentration: Linguistics, Spanish, Liberal Arts
Minor: French

AWARDS

- Teacher of the year, Canterbury English Academy **2007**
- Honors Graduate, Indiana University **1996**
- Spanish, Portuguese and Catalan Honors Program, Indiana University

Teaching And related Experience

Hot English Magazine, Madrid, Spain

English Teacher – Teaching English as a Foreign Language (TEFL) **2007 – Present**

Teach business English classes in high profile, multinational companies such as Bolsas y Mercados Españoles (BME, The Spanish Stock Exchange), Bassat Ogilvy, Wunderman, BSB/Grey Group, Crédito y Caución, Telefónica, Barclay’s Bank, Ahorra Más, Avon and Sogeti.

Business English Writer – Hot English Magazine “Business Skills Book” **2010**

Co-Developed and co-wrote book for use in the Business English classroom.

Business English Writer – Hot English Magazine “Skills Booklets” **2010**

Developed activities and exercises for 4 different levels of English language text books.

Voice Actor – Hot English Magazine **2007 - Present**

Provide voice for content related to articles, activities and exercises that appear in Hot English Magazine.

Spanish to English Translations 2009 - Present

Provide Spanish to English translations to individuals and companies on a freelance basis. Translation work done for La Liga (Spanish Professional

Football League), and in many industries including, Advertising, Human Resources, Finance, Environmental Health & Safety and Quality Control.