

RAMONA SERBAN

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OBJECTIVE

I possess excellent planning, organizational and communication skills and use a student-centered approach in my teaching. Having had the opportunity to work both in the dynamic, fast-paced and strict work environment of cosmopolitan London and also in the relaxed, laid-back Colombian one, I have developed a strong work ethic, based on a very high adaptability potential, professionalism, reliability and a genuine desire to offer high standard education. I have a strong drive to achieve and wish to stand out as an excellent communicator with a can-do attitude, pro-active and eager to successfully further my career.

PROFESSIONAL EXPERIENCE

ENGLISH FUN Language Center Pitesti, Romania

**March 2011 - Present
Cambridge Exams Trainer & Centre Manager**

- Plan and deliver pre-school, YLE, KET, PET, FCE, CAE courses with a focus on exam tips and strategies and boosting exam skills (Reading, Writing, Use of English, Listening and Speaking)
- Run the language centre, plan marketing and advertising strategy and implement it, interview students to establish level and class/level placement, liaise with parents, organise teacher-parent conferences, organise mock tests for students
- Organise Teacher Development Seminars for other language teachers
- Assess students' progress, give regular feed-back, grade papers and assignments.
- Supervise the day-to-day running of the centre and manage the administrative aspects of the centre

Eurognosi Language Center Pitesti, Romania

**September 2009 – March 2011
Cambridge Exams Trainer**

- Plan and deliver KET, PET, FCE, CAE and CPE courses with a focus on exam tips and strategies and boosting exam skills (Reading, Writing, Use of English, Listening and Speaking)
- Design grammar and vocabulary lessons using SMART interactive board and DigiBooks (Connect B1, Connect B1+)
- Teach English to Adults using New English File course books supported by IPACK digital resources
- Interview students on enrolment to establish level
- Design tests, quizzes, workshops with emphasis on English language and culture, Cambridge exams
- Assess students' progress, give regular feed-back, grade papers and assignments
- Attend meetings with the School Board and class meetings with parents
- Organise Mock Tests for PET, FCE, CAE, CPE candidates

Access College London London, UK

**July 2008 – December 2008
IELTS Trainer**

- Plan and deliver 3-hour sessions to a group of international students preparing to sit an IELTS exam and go to university in the UK
- Design tests, explain tips and strategies with a focus on lexis, grammar and IELTS exam structure
- Guide students through academic reading, academic writing, listening & speaking sections
- Assess students' progress, grade papers and assignments, teach one-to-one and conversation classes on an ad hoc basis

Blades Hotel London,UK

**February 2007 - December 2008
Front Desk and Public Relations Officer**

- Dealing with hotel, conference room, spa reservations by e-mail, fax, phone, face-to-face .
- Liaise with travel agencies, hotel maintenance and food suppliers
- Deal with enquiries, complaints, cancellations.
- Build and maintain BLADES's image and reputation with customers and the general public.
- Planning, developing and implementing PR strategies
- Liaising with colleagues and key spokespeople liaising with the HR, Marketing and Finance Departments
- Liaising with and answering enquiries from media, individuals and other organisations,
- Researching, writing and distributing press releases to targeted media

- Plan lessons using Skyline textbooks for adults and American Shine for teenagers.
- Teach Intermediate and Upper English, focusing on boosting communication skills.
- Set and mark tests, assignments, homework.
- Evaluate students in oral and written exams, assess progress.
- Organise and participate in social events and day-trips.

COLEGIO BILINGUE DE SANTA MARTA
Santa Marta, Colombia

January 2006 - June 2006
Home Teacher in Kindergarten, AIESEC traineeship

- Prepare and deliver classes using Trophies Textbooks.
- Teach Spelling, Maths, Science to a group of 28 children aged 5.
- Prepare fun activities, songs, games, outdoor activities.
- Organise trips and outings.
- Organise Closing Ceremony and Easter Show where children performed for parents.

ONDER DIL
Eskisehir, Turkey

September 2004 - July 2005
EFL Teacher, AIESEC traineeship

- Plan lessons and teach English to different age groups at all levels (from Beginner to Advanced).
- Choose interesting and challenging topics and activities and run Speaking Clubs.
- Design workshops, quizzes, tests, grade papers, homework, assignments.
- Promote Onder Dil at National and International Fairs.

ACADEMIC BACKGROUND

2013	Creative Methodology Teacher Training Course, London, Language Link (2 weeks intensive course)
2010	CELTA intensive course , London (one month intensive training 9am-5pm)
2007	Qualified Teacher Status awarded by the General Teaching Council for England - London
2007	UK NARIC recognises Romanian B.Ed - London
2005	Cambridge Certificate of Proficiency in English- British Council, Bucharest Grade: B, 78 points
2005	Authorised Translator & Interpreter (Ministry of Justice)
2002	Diplome de Langue awarded by Alliance Francaise
2000-2004	University of Pitesti, Romania. Bachelor of Education- Joint Degree in French & English Thesis: Le Chevalier Medieval, Mythe et Realite. Grade: 9.33 Awarded Qualified Teacher Status for Romania.
1986-2000	Vladimir Streinu High-School, Humanities Department

LANGUAGES:

Romanian: Native **English :** C2 **French:** B1 **Spanish:** B1 **Turkish:** A2

Extra-Academic Interests

- **02-05.2008 UK AWARE Event Marketing Management Internship** – I worked with a small team of dedicated people to organise LONDON AWARE '08, the biggest green event in the UK, promoting a sustainable life-style and greener living by showcasing low-carbon products and services, from cars and home gadgets to fair-trade clothes, etc. I was in charge with marketing the event in the mass media, on-line and in print, and also with editing all the event literature. I also got in touch with potential clients, eco-friendly companies and sold exhibition pitches. It was a highly successful event.
- **09.2004-12.2008 Cultural Ambassador on behalf of Romania (AIESEC* Intern) in Turkey, Colombia, the UK .** I acted as Cultural Ambassador on behalf of Romania, organized Country Presentation sessions and delivered public speeches in front of 30-50 people (students, sponsors, and AIESEC partners). Attended multi-cultural events and Aiesec Induction events in London, acting as an"Open Book" and sharing my internship experience in Turkey and Colombia with students interested in the exchange programme.
- **2004- OPS- AIESEC Training.** On the agenda: Ambassadorship, Team Work, Intercultural Communication, Presentation Skills, Time Management, Team Building.
- **UK Valid Driving licence, B category.** Competent and confident driver, with experience in Romania and London.

Accomplishments

- Government funded grant covering undergraduate course fees throughout 4 years of study due to excellent results

Hobbies

- Foreign languages, English literature , travelling, photography.

* **AIESEC** (www.aiesec.org) International student organisation which represents a platform for young people to discover and develop their potential in order to provide a positive impact on society, through leadership development opportunities and international internship experiences.