

CURRICULUM VITAE

ESTHER TUSAL
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EDUCATION & QUALIFICATIONS

1990-1993	Middlesex University of London (UK) International Marketing and Business- CIM (Chartered Institute of Marketing)
1988-1990	Pitman Training (London,UK) Royal Society of Arts Secretarial Course (combined with IT and Business Administration)
1985-1987	Barnet College of Higher Education (London, UK) English Proficiency
1984	COU - Lleida

Additional Courses

I have been taking up various courses and seminars such as: Exploring the world of English Language teaching, Cambridge seminars and webinar, Teacher Training , Business English, Legal English, Medical English, Class Management, Introduction to Psychology, Interviewing Techniques, Customer Care, Telephone Techniques, Human Resources, Reception Skills, Negotiating Skills, Managing Time & Stress, Communication Skills, Protocol, Emotional Intelligence, Supervisory Management, Mindfulness, and Efire Coaching Course.

Most recent courses taken (2020): How to teach online, Become a better presenter, Effective communication, Teaching Entrepreneurial thinking, Understanding Depression and Low Mood in young learners and Professional Resilience.

EMPLOYMETN HISTORY

2020-to present **Escola Universitaria Relacions Laborals (Lleida)**

Position Held: Teacher

Employed by the EURL to teach Business English twice a week to the third year students of Human Resources and Labour Relations.

Position Held: Trainer/Manager

Started as an IT Trainer/Assistant Manager, as well as being involved with the running of the office. Due to my positive performance in 1991 I was promoted to a managerial position within the organisation.

During my employment with Pitman as a manager I was leading a team of 10 staff and also I had to liaise with other centres owned by the group. I was in charge of : marketing, recruiting trainers, advertising and selling the courses to private students and companies. Although I taught on a one-to-one basis most of my job entailed tutor lead training to groups of University students and Business Executives in various computer softwares and other courses and seminars that Pitman was providing for the corporate market. I was involved in the preparation of all training materials, assignments, handouts, setting up groups and delivering training to the groups.

While at this position I was taking up a course in International Marketing & Business.

Pitman Training expanded to include an employment agency in which I was involved with the canvassing of jobs for our students/candidates.

In numerous occasions, in the absence of the Principal I was acting as the Deputy Principal.

Apart from implementing my managerial secretarial/computer and communication skills this position has enhanced my confidence and has given me the flexibility to deal with people at different levels.

1990- Dec 1991

SSQ LIMITED (PARK ROYAL) LONDON

Position Held: P.A to Managing Director/Assistant Buyer

In this position I was managing my Director's agenda and also assisting him in the Import/Export department.

1988-Dec 88

PADHANI COMPUTER CENTRE (LONDON)

Position Held: Junior Secretary

A part-time (10hrs/week) secretarial position while completing a Secretarial Course. My duties involved typing, preparing invoices, agendas, arranging meetings, dealing with clients and general office procedures.

1986- Dec. 1987

BACS CLEARANCE BANK (LONDON)

Position Held: Junior Clerk (part-time position while still being a student)

In this position I was mainly doing filling and data input for the Human Resources Department.

ADDITIONAL INFORMATION

I consider myself to be an effective English Teacher as I have a good knowledge of English language concepts. I use passion to connect the student to the relevant material in order to achieve the set target. Ability to communicate at all levels and with people from all walks of life. The right skills and qualities to make classes interesting and vibrant enough to keep learners motivated. Strong dedication, responsible, patient, a good listener, disciplined, helpful, friendly, good class management, a sense of humour, I work well under pressure and very flexible with changes.

I am currently taking up a course titled Coaching through Turbulent Times. As we live in a VUCA world I believe in the importance of continuous self development where individuals commit themselves to improving their understanding and knowledge throughout their careers.

I worked for two years for Top Tutors (two evenings a week) teaching French on a one-to-one basis.

While freelancing in London I had the opportunity to be sent overseas on short work assignments. Having had the opportunity to study and work in London has broadened my mind, increased my confidence and has provided me with the right tools to manage different life situations, and in general has given me the training that has helped me to be more professional to deal with a global culture.

Languages spoken: English, French, Catalan, Spanish (Proficient)
Italian (basic)
German (very basic)

INTERESTS

In my spare time I enjoy reading, walking, listening to modern and classic music, skiing, meeting people from different cultures, dancing and one of my biggest passions is travelling. Visited many countries in Europe, USA, The Far East and Japan.