**Curriculum Vitae**

**Personal Details:**



Name: Elena Putik

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 15537 Erkner

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Date of birth 09.01.1988

Nationality: British

Marital status: single

**Education:**

09/2014 – 09/2015 **MA Applied Linguistics and English Language Teaching, University of Nottingham, UK**

* Paper on Bilingualism (in progress)
* Modules studied: Consecutive/Simultaneous Interpreting; Research Methods in Applied Linguistics: Qualitative and Quantitative Methods; Psychology of Language; Grammar in the Classroom; Intercultural Communication; Second Language Acquisition; Research Methods in Corpus Linguistics; Sociolinguistics of Work; English for Specific Purposes (Academic, Business and one-on-one English)

04/2012 – 09/2012 **CELTA; University of Cambridge, UK**

* Teaching pre-intermediate and upper-intermediate students
* Designing lesson plans for each lesson independently and unsupervised

09/2007 – 06/2010 **BA Hons International Relations and Spanish; London Metropolitan** **University, UK**

* Published chapter on blogging
* Course leader during the first academic year

**Professional Training:**

05/2015 – 05/2015 Effective Leadership, University of Nottingham

01/2012 – 12/2012 Counselling Skills; Train the Trainer; Employability, Employment Law & Capability Training

01/2011 – 12/2011 Solution Focused Leadership; Developing Application & Interview Skills

**Employment History:**

05/2016 – 07/2016 **Interpreter; Centre for Medical Treatment of Children, Sofia-Berlin**

* Consecutive Interpreting Bulgarian-German and German-Bulgarian for Bulgarian families who come to Germany for medical treatment of their children

03/2015 – 09/2015 **English Tutor; British Red Cross Nottingham**

* Teaching conversational English to refugees

09/2009 – 09/2014 **Training Administrator; Sweet Tree Homecare Services, London, UK**

* Organising and arranging training courses
* Writing training newsletters
* Liaising with training providers from further education (FE) colleges
* Assisting in the recruitment process and conducting group interviews

10/2012 – 04/2014 **Interpreter/Translator; freelance, London**

* Consecutive interpreting (London Police; Hospitals; Private Clients)

11/2012 – 03/2013 **ESOL Tutor; Adult Community Learning Essex (England)**

* Designing scheme of work and lesson plans
* Teaching mixed levels of students
* Supporting students in their personal development
* Creating comfortable and motivating teaching environment
* Regularly updating Individual Learning Programs (ILPs) for the students

03/2010 – 09/2010 **TEFL Teacher**; **My School International (private college), London, UK**

* Preparing tests and exam papers
* Designing teaching materials, including audio and visual materials

09/2008 – 09/2009 **Retail Operative; London, UK**

07/2007 – 10/2007 **Secretary**; **The Flexi Mortgage and Loan Centre, London, UK**

* Advising clients on mortgages and application procedures

**Additional Skills:**

**Languages:** German (C1)

 Spanish (B2)

 Russian (B1)

IT: advanced MS Office skills; intermediate skills in SPSS