

Matthew Westlake, B.A.

Curriculum Vitae

PERSONAL DETAILS

Date of Birth: 29/09/80

Nationality: British

EDUCATION

2013 – 2015. University of Vienna

Masters English Language and Linguistics. Incomplete due to work commitments.

2000-2003. Anglia Ruskin University, Cambridge, UK.

BA Combined Honours in Philosophy and English Literature: 2:1.

Including one semester foreign exchange program at

Marshall University, Huntington, West Virginia, U.S.A.

1991-1998. Filton High School (Comprehensive), Filton, Bristol.

4 A-Levels: Grades A-C in English, History, Biology and General Studies.

10 GCSEs: Grades A-C.

RELEVANT EMPLOYMENT

Freelance Legal and Business English Teacher in Vienna August 2007 – Present.

Working with a range of top flight businesses and schools.

Including seminars such as The Secretary Academy.

Native Speaker Assistant Teacher Sept. 2008 – July 2011.

Hertha Firnberg Schulen für Wirtschaft und Tourismus

Subjects including Politics, Philosophy, History, Business, Sales and Marketing, Art.

English Teacher Feb. 2009 – July 2009.

Lycee Francais. Teaching ages 14 to 19.

Volunteer English Language Teacher March 2007 – May 2007.

Centro Cultural Brasil-Estados Unidos

Sao Paulo, Brazil

Deputy Manager Jan. 2006 – Nov. 2006.

Dublin. Gift Fundraising.

Gift Fundraising Ltd. is an agency specifically hired to raise funds for international charities via face to face donor recruitment.

Duties included sales, recruitment, advertising, training, payroll, rota, post, resolving disciplinary matters, site planning, team leading.

Deputy Manager Oct. 2004 – Jan. 2006.

Gift Fundraising, Bristol.

Teaching Qualifications.

4 week TEFL course. – Qualified to teach English as a foreign language at The Language Centre of Ireland, Dublin. Accredited by ACELS (governing body for EFL in Ireland)
25% Exam, 25% Portfolio, 50% Teaching Practice.

Berlitz Initial Training – 7 day course in Vienna.

VARIOUS OTHER EMPLOYMENT

Since the age of 17 I have held a wide range part-time and student summer jobs from which I have gained a wealth of experience. These have included:

- **Actor at Vienna State Opera (Danton's Death)**
- **Carer • Bar Staff • Driver • Litigation Assistant • Disabled Student Peer • Sales Assistant**
- **Office Assistant**

GENERAL SKILLS

Languages English. Native Language and area of expertise.

German B2.

French A2.

Portuguese A2

IT Thorough knowledge of Microsoft Office for Windows, especially of Microsoft Word and Excel. Advanced knowledge of internet search engines for research purposes. Excellent general keyboard skills. Detailed knowledge of current IT trends and methods of filing and prioritizing information.

Driving: Full, clean Driving Licence.

INTERESTS AND LEISURE ACTIVITIES

I enjoy yoga, diving (PADI Advanced), jogging, swimming, football, dancing, wall climbing, squash, capoeira, aikido, scuba, writing, reading, travelling and playing music, particularly Samba and guitar.

References:

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