

Alexander Bell (MSc, CELTA)

Date of Birth: June 1972

Native English speaker

Email: english@alexemail.net

Qualifications

- **Cambridge RSA/CELTA, October 2002** at Regent Oxford. From Regent's final report:- "Alex is a motivated and enthusiastic teacher who developed an extremely good rapport with his students...His existing language awareness is very good...Alex is an independent and capable teacher."
- **Association of Computer Professionals Initial Award in C/C++, February 2002** (equivalent to City and Guilds Certificate in C/C++ Programming Level 2) with Scheidegger Training
- **City and Guilds Certificate in IT, Level 2, May 2001** at Swindon College (Oxford branch)
- **NCFE Certificate in Basic Counselling Skills, May 2000** at Abingdon College, Oxon
- **MSc Personnel Management University of Portsmouth, 1995-97**. Former Graduate Member of the Institute of Personnel and Development (GIPD)
- **3 A Levels, 1990** in English Literature, Mathematics, and Public Affairs, Grades **BCC**. **Rendcomb College**, near Cirencester, Gloucestershire
- **AO Level, 1989** in French for Business Studies, Grade **B**
- **10 GCSEs, 1988**, Grades **A1, AAA, BBBB, CC**

Personal Statement

- Skills - very fluent verbal and written communication, good interpersonal skills, highly numerate
- Character - self-led, reliable, productive, sense of humour
- Languages - very high standard native English, pre-intermediate French, beginner Japanese and Serbian
- Experienced in most Windows environments, Microsoft Office Suites and CAT tools; 80+ wpm touch-typing
- Duke of Edinburgh Bronze and Gold Awards
- Former member of Mensa
- Travel - France, Italy, Spain, Andorra, Australia, America, Austria, Slovakia, Hungary, Germany, Switzerland, Japan, Serbia, Bulgaria, Montenegro, Croatia
- Sports - running, badminton, tennis, cycling, swimming
- Hobbies - the ancient Oriental board game "Go" (3 Dan level), Literature
- Likes teaching, correcting, creating, modifying and bathing in English

Work Experience and History

Freelance English Work

I do English Language content creation, editing, proofreading, localising, porting, voiceover work and audio transcribing of all kinds of texts including: Legal, Medical, Technical, Engineering, Gaming, Marketing and Business documents/files.

References:

- 1) **Company: Technical Translations**
Contact: Michael Timmerman mt@nicewerke.de
Fax: +49 40 - 22 60 94 64
Address: Lappenbergsallee 28, Hamburg
 - 2) **Agency: Moravia**
Contact: Luis Raso LuisR@moravia.com **Website:** <http://www.moravia.com/>
Office: +420-545-552-222
 - 3) **Agency: Parisofia**
Contact: Kiril de Jacquelin kiril@parisofia.com **Website:** <http://www.parisofia.com>
Office: Tel (Bulgarie): +(359) 878743307
Tél (France) +(33) 0650246699
 - 4) **Agency: Simpliwise**
Contact: Gilad Adiv gilad@simpliwise.com **Websites:** www.simpliwise.com
Mobile: 972-54-3050412
Office: 972-73-7373633
 - 5) **Agency: STB Scandanavia Ltd**
Contact: Eeva Petsola-Spooner eeva@surreylanguage.co.uk
Tel/Fax: +44 1252 733999 / +44 1252 733773
 - 6) **Agency: PSP Languages**
Contact: Deependra Pandey: admin@psplanguages.net
Tel/Fax: +91 11 22868068 / +91 11 22855872
- **September 2004 – September 2005: Refurbishment/management of rented Oxford property**
 - **June - August 2004: TEFL: Classes of Japanese 16-17 year olds with Oxford International Exchange, Begbroke, Oxford: Matthew Ruddle, 07855 350 998, matthew@oxforduk.org**
 - **April - May 2004: Planning and Supervision of residential building project**
 - **Sept 1st 2003 – March 31st 2004: Advan Institute of Foreign Languages, Shizuoka Prefecture, Japan.** Wide range of students, from kindergarten to business people, 1-1 to school classes, ages 6 to 49. Emphasis on speaking skills. **Ref: Yuichi-san, owner of Advan at boss@advan.ne.jp**
 - **5th July – 26th July 2003: TEFL Summer School in Berkshire. Students: Under 18s. Ref: Trish Cooper, Lines Language Ltd, West End Farm, Chedzoy, Bridgewater, Somerset, TA7 8QS.**

- **April – June 2003: Private students, Japanese and Maasai.**
- **Jan – Mar 2003: TEFL with Stafford House, Austrian “English in Action” Programme.**
Students: Ages 11-17, **pre-intermediate** to **upper intermediate** classes. Intensive teaching at 6 schools around Austria, emphasis on fun learning. **Ref:** Stafford House, 19 New Dover Road, Canterbury, Kent, CT1 3AH, tel.: 01227 453237, fax: 01227 451685, email: eia@staffordhouse.com.

Additional Austrian “English in Action” Programme References:

- 1) **Felicity Payne (Vice-Principal at Didac School, Eastbourne)** at felicitypayne1@yahoo.co.uk
- 2) **Diana Lockwood (Senior Teacher, 7+ years experience)** at J_daisy@hotmail.com

- **December 2002: TEFL at Regent School Oxford.** Students: Adults at **intermediate** and **elementary** levels, a class and two small groups. **Ref:** See Sept - Oct 2002 below
- **Oct - Dec 2002: Private English Tuition** (Japanese Student)
- **Sept - Oct 2002: 4 week intensive CELTA course at Regent School Oxford. Reference:** Katherine Griggs, Regent Oxford, 90 Banbury Road, Oxford, OX2 6JT. Tel. 01865 515566, Email: oxford@regent.org.uk
- **June - August 2002: Data Analyst at AC Nielson. Reference:** Blue Arrow.
- **April - May 2002: Data Analyst for Blackwells Scientific Publishing Division. Reference: Champion Recruitment** (as below)
- **Mar 2002: Self-taught Visual Basic**
- **Jan - Feb 2002: IT Helpdesk Call Logger at Unipart House, Oxford**
Responsibilities: Logging calls and providing first-line technical support to the majority of Unipart’s in-house and field operations. **Reference:** Blue Arrow
- **Nov - Dec 2001: Keyer at Royal Mail** (see Christmas 2001 below)
- **Sept - Oct 2001: Self-taught Visual Basic and C/C++ revision**
- **July - Aug 2001: Completion of C/C++ certificate**
Reference: Ms Milka Mihaylov (Tutor), 11 Broome Avenue, Great Barr, Birmingham, B43 5AL. Tel: 0121 358 4723
- **April - July 2001: Various Software Testing assignments for Test9, Gloucestershire.**
Responsibilities: Investigation and reporting of PC to latest-generation Mobile Phone interface. Experienced all current Windows platforms, partitioning hard drives, installing Windows drivers etc.
Reference: Dan Williams, Test9. Tel: 01234 751 009. Email: dan@test9.com
- **Feb – April 2001: C/C++ programming and completion of City and Guilds IT Certificate**
- **November - January 2001: Video Coder for Royal Mail**
Responsibilities: Keyboard inputting of postcodes, sorting and stamping mail. Attained Royal Mail National Standard of 8500 keystrokes per hour with 99% accuracy in two weeks
Reference: Wendy Pearson, Blue Arrow, 61 George Street, Oxford, OX1 2BQ

- **Aug – November 2000:** Attended a Nuclear Physics conference in San Francisco, C/C++ training
- **April - Aug 2000: Driving for Champion Recruitment**
Responsibilities: Various delivery driving assignments, including furniture in Central London for **Habitat**, paint in Oxfordshire for **Dulux** and courier work for **Oxford Brookes University**. **Reference:** As below.
- **Feb - April 2000: Driving for Champion Recruitment**
Responsibilities: **Collection and Return** of customers' cars for **Hartford Garages**, **delivery** of white goods for **EMI**. **Reference:** Ady Heatherington, Champion Recruitment, 63 Stert Street, Abingdon, OX14 3JZ. Telephone: 01235 844003
- **May 1999 - Feb 2000: Resettlement Support Worker**, promoted to **Supported Housing Officer** at **English Churches Housing Oxford (Hostel for the Homeless)**
Responsibilities: Keyworking - counselling and providing information to residents, advocate for residents with local government agencies, landlords and local care networks, maintaining resident files. Various day-to-day office functions. General running of the hostel, reporting of maintenance issues etc., weekly staff meetings. Completed 4 Carework training modules. **Reference:** Margaret Simpson, Supported Housing Manager, Lucy Faithfull House, English Churches Housing, 8 Speedwell St, Oxford, OX1 1PX. Telephone: 01865 243071 or 245960
- **Oct-Xmas Eve 1998: Video Coder at Oxford Royal Mail**
Responsibilities: Keyboard postcoding of letters, tending of letter sorting machines, manual sorting. Attained Royal Mail National Standard of 153 keystrokes per minute with 99% accuracy in 7 weeks, qualifying period 6 months
Reference: Sue McDermott, Personnel Department, Royal Mail Portsmouth, PO1 1AA
- **Sept-Oct 1998: Temporary Administrative Work and Bar work** in various places for **Personnel Selection** and **Adecco Alfred Marks**
Responsibilities: Administrative - Producing and printing questionnaires using tailored computer package, tending enveloping machine, despatching questionnaires and sorting returns. Bar work - Minding bar, serving customers, stocking and closing down bar
Reference: Lee Russell, Personnel Selection, 2A Market Parade, Havant, PO9 1QF and Lorraine, Adecco Alfred Marks, 105E Commercial Rd, Portsmouth
- **April-Sept 1998: Manager** at **Eastleigh Pizza Hut**
Responsibilities: Serving customers, supervision of team members (up to 12), making pizzas, cleaning, processing deliveries, cashing up, strategic restaurant marketing etc. **Reference:** Steve Gibb, General Restaurant Manager, Pizza Hut, 33-37 Leigh Rd, Eastleigh, Hants
- **Oct 1997-April 1998: Administrative Work and Bar work** for Employment Agencies including Staff Finders, Personnel Selection and Adecco Alfred Marks. University Milk Round. **Responsibilities:** Serving customers, managing bar, pot wash. Filing, dealing with in-company requests for information. **Reference:** Above Portsmouth Employment Agencies
- **Aug-Sept 1997: Post-degree break in Australia**
- **Sept 1994 - July 1997: MSc Personnel Management at University of Portsmouth**
Reference: Marjorie Corbridge, Course Director and Senior Lecturer, Portsmouth Business School, Locksway Rd, Milton, Southsea, Hants, PO4 8JF. Telephone: 01705 844170
- **June 1996-Oct 1996: Agency-employed Progress Chaser** for **Raytheon Marine Europe**, a manufacturer of maritime electronics e.g. fish-sonar and satellite navigation systems
Responsibilities: Ringing time-critical or overdue suppliers and giving them a "hurry-up" or obtaining a

promise of part-delivery or an assurance that they would be able to meet their previous delivery promise. Updating of the current position on the company database. Reduced list of parts due for storage at the factory by 50% and worked myself out of a job!

Reference: John Halliday, Material Supplies Manager, Raytheon Marine, Anchorage Park, Portsmouth

- **Summer 1996:** 3 months in **Personnel Department** at **University of Portsmouth** on work placement
Responsibilities: Collection of statistics in preparation for University's drive towards IIP. Production of a report for the Head of Personnel on the rationalisation of Part-time and Hourly-paid Lecturers' contracts (including the practical ramifications of the most recent Employment Law)
Reference: John Boam, Head of Personnel, University House, University of Portsmouth
- **Oct 1995-Feb 1996: Porter** at **Oxford University Modern History Faculty**
Responsibilities: Security duties (including locking-up), delivery of internal mail, minor maintenance tasks, setting up lecture rooms, running Porter's kitchen
Reference: Mrs Carmichael, Administrative Officer, History Faculty, Broad Street, Oxford. Champion Recruitment, 55 Cornmarket St, Oxford, OX1 3HB
- **Bar work, Warehouse work**
- **Telephone Market Research**