

CURRICULUM VITAE

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EDUCATION AND QUALIFICATIONS

2012 Diploma in English Language Teaching (DELTA), UCC, Cork
2009 Train the Trainer – CELT (MEI Skillnets & ACELS), ACELS, Dublin
2009 Diploma in Academic Management in ELT (MEI Skillnets & ACELS) ACELS, Dublin
1997 Certificate in Teaching Basic Skills (ESOL), City & Guilds, UK
1996 Office Skills Certificate, UK
1986 RELSA Certificate, Cork School of Languages, Cork
1986 BA (Hons) Degree, European Studies, UCC

PROFESSIONAL EXPERIENCE

- Recruitment and training of teachers
- Management of systems to maintain staff and student records
- Course Director of CELT Training Course
- Course Development and Planning
- Maintenance and regular updating of an EAQUALS, IALC and ACELS approved Documented Curriculum Framework
- Qualified Cambridge Speaking Examiner (FCE, CAE, CPE)

WORK EXPERIENCE

June 2008 to Date Academic Manager & Course Director for CELT and CELTA, Active Centre of English Training (ACET), Cork

- Responsible to ensure teaching duties are carried out in line with the standards and procedures of the school.
- Responsible for the high standard of the academic programme and in a position of leadership with the teaching staff.
- Responsible for organisation and implementation of teacher training courses, both native (CELT and CELTA) and non-native (Professional Teachers' Refreshers Courses, TKT and CLIL)
- Responsible for academic administration and records keeping.

April 1999 to June 2008 Language Tutor/Teacher Trainer, Cork Language Centre International (now ACET), Cork

- Employed initially as a Language Tutor for general English classes. Went on to be responsible for the learner's initial assessment, development of learner's programme and preparation for external examinations such as CPE, CAE, FCE, IELTS, TOEIC and TOEFL. Also taught Business English on the Executive courses.
- From 2004 onwards my responsibilities increased to include being a course trainer on the TEFL/CELT courses.

- From 2006 onwards I became a tutor on the Professional Development Course for teachers of English. I also became part of the team responsible for the induction of summer teachers.

May 1997 to Feb 1999 Adult Education Tutor, Fareham College, UK

- Responsibilities included organizing English courses for foreign nationals.
- Planned individual programmes, maintained their records and assisted with interviews and examination preparation.
- Responsible for the training of teaching assistants.

April 95 to April 97 Examination Administrator, Southampton Institute, UK

- Responsible for making exam arrangements for special needs students, liaising with all faculties and student services, recording students' results at Examination Boards.
- Responsible for the booking and induction of external invigilators, organising and external examinations, booking venues and working with teams to organize graduation ceremonies.

June 93 to April 95 Administrative Officer, Office for National Statistics, UK

- Worked as part of a team to provide administrative and technical support of the Geographic section of the government organisation.
- Responsibilities included arranging meetings, providing agendas, minutes and reports.

February 89 to December 1992 Recruitment Consultant, EMA Personal

- Dealt with the placement of technical staff in the UK and overseas.
- Responsibilities included search and selection of candidates, verification of CVs and qualifications, arrangements of medicals, interviews and visas.

March 1987 to Feb 89 ELT Teacher, Berlitz School, London & overseas

- Responsibilities included initial assessment, course development, maintenance of records and preparations for external examinations or specific business purposes.