



Michael H. Prendiville

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Profile

To obtain a position that will enable me to train and instruct individuals of all ages to effectively utilize the English language.

Education

Carleton University - Ottawa, Canada

Honours Bachelor of Arts Politics -- Deferred completion to 2010

Global TESOL College - Toronto, Canada

June 2008 TEFL Certification

- 1-week, 60-hour TEFL program
- Focused on teaching approaches and methodology, lesson planning and the structural, lexical and phonological aspects of English
- Included adults, young learners and one to one lessons with assignment work and language awareness tasks

Skills

Applications

Microsoft Word, Excel, PowerPoint, Outlook

Languages

Native English speaker with dual Canadian-British citizenship

Work Experience

Smart Teachers - London, United Kingdom - October 2008-Present

Administrator

- Inform teachers of upcoming work in the UK, Australia and New Zealand
- Correspond with schools to gauge performance for reference purposes Manage the schedule of interviews, recruitment drives and general office work

TD Canada Trust - Ottawa, Canada - February 2005-May 2008

Customer Service Representative

- Advise clients on day-to-day banking, encourage and enable a pro-active approach to their banking Trained staff on banking systems; procedures used in Canadian banking and computer systems Responsible for daily cash counts, maintained security and exactness of upwards of \$150,000 in cash without incident

Corfu Quad Safari Tours - Corfu, Greece - July - September 2008

Quad Safari Leader

- Coached tourists on how to effectively operate a 4-wheeler bike
- Persuaded drivers of the importance of responsible and courteous driving Explained safety procedures and local road laws

Activities and Interests

Fencing Coach, Excelsior Fencing Club - Waterloo, Ontario

2003-2007

- Developed basic skills in beginners, lead footwork drills and guided club mates in competition

Camp Counselor, Camp Hurontario - Georgian Bay, Ontario

June-August 2004

- Trained campers in an array of outdoor skills; from canoeing and sailing to shelter building and orienteering
- Kept campers safe and secure in Canadian wilderness

Sports: Basketball, Baseball, Fencing, Canoeing

References

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