

Curriculum Vitae

Personal Information

Name: Stephen Lavelle
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Education and Training

May 2017

Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA)

International House Lisbon
Lisbon, Portugal

General

- 120 hours of coursework
- 6 hours of assessed teaching
- Language Analysis
- Lesson Planning

January 2012 - May 2015

The American University

Bachelor of Arts in International Studies and Arabic Language

Washington, USA

General

- Political Science
- Peace and Conflict Resolution
- Arabic Language and Translation
- Political Science Research

September 2011 - December 2011

Summer Institute for Intensive Arabic and Culture (SINARC)

The Lebanese American University
Beirut, Lebanon

General

- Arabic Language; Reading and Writing
- Lebanese Colloquial Dialect
- Arabic-English Translation

Relevant Work Experience

March 2016 - Present

Freelance Translator

Self-Employed

Duties

- Translation of documents in English, Arabic, Spanish, and Portuguese

November 2015 - March 2016

Administrative Assistant

The Global Language Network

Washington, USA

Duties

- Administrative Assistant for a Non-Profit Language School
- Lesson Planning and Organization
- Enrollment Management
- Foreign Language Class Preparation

January 2016 - April 2016

Administrative Intern

United Nations Relief Works Agency

Washington, DC

Duties

- Contact Donors
- Event Planning
- Fundraising

September 2018 - June 2019

English Language Assistant

IES Sevilla La Nueva

Sevilla La Nueva, Madrid, Spain

Duties

- create and moderate English activities
- teach lessons
- Cambridge Exam preparation

January 2019 - June 2019

English Language Tutor

Academia Montero Espinosa

Madrid, Spain

Duties:

- prepare and teach individual lessons
- Cambridge and SAT exam preparation

September 2019 - June 2020

English Language Assistant

Colegio Cristo de la Guía

Madrid, Spain

Duties

- prepare and teach lessons in English
- Cambridge and Oxford exam preparation
- translate administrative documents in Spanish and English

Personal Skills

Mother Language: English

Other Languages: Spanish (C1 Professional Working Proficiency)
Portuguese (Near Native Proficiency)
French (Professional Working Proficiency)
Arabic (Professional Working Proficiency)

Job-Related Skills: High Level Organization Skills
Proficient in Microsoft Word and Microsoft Powerpoint
Proficient in Adobe Photoshop
Highly Skilled in Lesson Organization
Strong Interpersonal Rapport

Other Interests: Photography
Travel
Literature
World Music

References

Mrs. Xana de Nagy

International House Lisbon

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Mrs. Carmen Díaz Fuentes

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Mrs. María Antón Lopez

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