

Claire Guillon

POLYGLOT EDUCATOR | DIGITAL STRATEGIST

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PROFESSIONAL SUMMARY

I am a highly skilled educator, language enthusiast, and digital technology expert with a diverse international background. Holding multiple degrees and certifications, I have worked in various roles, including Head of Primary School, French Language Teacher, and Digital Strategy Consultant. Passionate about helping people through education and digital empowerment, my teaching philosophy focuses on fostering a nurturing and inclusive learning environment, while my language fluency and cultural experiences enrich my approach to connecting with people from all walks of life.

AREAS OF EXPERTISE

✓ Educative and training	✓ Senior leadership	✓ Content creation	✓ Consultancy
✓ Language and writing	✓ Project management	✓ Marketing & innovation	✓ Data analytics
✓ Research and academic	✓ Digital literacy & skills	✓ Strategic planning	✓ Digital transformation

CAREER HIGHLIGHTS

Multicultural Educator & Leader: International background with teaching and leadership roles in Europe & Middle East.

Digital Technology Expert: Strong digital skills applied in various settings, providing digital strategy consultation.

Linguistic & Cultural Specialist: Proficient in 3 languages and dedicated to fostering connections across diverse cultures.

PROFESSIONAL EXPERIENCE

Teaching and Education Coordination

French Teacher & MFL Coordinator, Royal Grammar School Guildford Dubai, Dubai, AE | Aug 2022 - Present

- Teaching French as a Foreign Language to Year 3 and Year 4, as well as Year 7 in a premium British school.
- Creation and coordination of the Modern Foreign Language department including Prep and Senior school teachers.

MYP/DP French Teacher & MYP Coordinator, Innoventures Education, Dubai, AE | Apr 2022 - Jun 2022

- Teaching French as a Foreign Language to Secondary students in an American IB World School.
- Implementing MYP with all stakeholders for an IB authorization during 2022-2023 in Collegiate International School.

French HOD, E-Learning Coordinator & E-Safety Officer, Liwa Int. School for Girls, Al Ain, AE | Aug 2019 - Jul 2021

- Teaching French to Secondary students & creating World Language curriculum for the school and at district level.
- Implementing Digital Learning and Online Safety procedures, auditing and training staff, parents, and students.

Web Strategy, Digital Marketing and Communication

Web & Business Strategist, ATÖLYE, Istanbul, TR | Jan 2018 - May 2018

- Expertise in business & project planning, communication & marketing strategy.
- Training regarding SEO in English and French to various audiences.

Web Strategist, Talent Garden Genova, Genoa, IT | May 2016 – Oct 2016

- Management of web strategy for B2B and B2C companies on national & international levels.
- Development and implementation of digital marketing plans to drive business growth.

E-Commerce Manager, Pharmareva, Treize-Septiers, FR | Aug 2012 – Mar 2014

- Management of an e-commerce project as well as training for a B2B and B2C medical equipment company.
- Implementation of marketing strategies, analyzing data, SEO, AdWords, and other digital marketing channels.

Event Coordination and Volunteering

Volunteer & Coordinator, Istanbul&I, Istanbul, TR | Jul 2017 - Jul 2019

- Management of the web project and coordination of the French language club.
- Istanbul&I is an NGO dedicated to social impact for disadvantaged & displaced communities.

Curator & Coordinator, Game Happens, Genoa, IT | Jun 2016 - Jun 2017

- Member of the festival team, more specifically activities related to communication and management.
- Game Happens is an international festival about indie games, game design, experience design and virtual reality.

Webmaster & Public Relation, Comixity, Chauray, FR | Oct 2008 – Apr 2013

- Management of the website, RSS feeds and social media, coordination of content writers, and online & offline PR.
- Comixity is a website publishing weekly podcasts about comic books. The team won the Golden Blog Award 2013.

EDUCATION

NPQSL, Education, Outstanding Leaders Partnership, BPN, Remote UK | 2023

Master's degree Erasmus, Humanities, Università degli Studi di Firenze, Florence, IT | 2016

Master's degree, Renaissance and Heritage, Centre d'Etudes Supérieures de la Renaissance, Tours, FR | 2015

Professional Degree, E-Commerce, Ecole supérieure des métiers de la vente par alternance, Niort, FR | 2012

Professional Degree, Elementary Education and Teaching, IUFM Poitou-Charentes, Poitiers, FR | 2008

Bachelor of Arts (B.A.), English & French as a Foreign Language, Université de Tours, Tours, FR | 2004

End of High school degree, Literature, Lycée Balzac, Tours, FR | 2001

ADDITIONAL TRAINING & CERTIFICATES

Adult-to-Adult Mental Health First Aid, The LightHouse Arabia | 2022

IB DP Coordinator Cat. 1, IB Professional Development | 2022

IB MYP Language Acquisition Cat. 1, IB Professional Development | 2021

Certified Microsoft Innovative Educator, Microsoft Educator Center | 2021

Annual Certificate in Online Safety for Educators, National Online Safety | 2021

Certificate in Cyber Security in Schools, National Online Safety | 2021

Certified Online Educator Course, Hamdan Bin Mohammed Smart University | 2020

Coaching Skills for Learner-Centred Conversations, Imperial College London | 2020

Leaders of Learning, HarvardX - Harvard University through edX | 2020

Intercultural Competency in Education, University of Iceland | 2020

The Fundamentals of Digital Marketing, Google Digital Garage | 2016

TECHNICAL PROFICIENCIES

Instructional Design | Curriculum Development | Online Teaching & E-learning | Assessment & Evaluation | Digital Literacy
Communication & Presentation | Editing & Proofreading | Creative Writing | Multilingual Skills | Content Creation | SEO
Literature Review | Data Analysis | Research & Interpretation | Critical Thinking | Academic Writing | Consulting & Training
Administrative tasks | Organization | Time Management | Project Management | Resource Management | Communication
Strategic Thinking | Decision-making | Senior Leadership | Innovation & Adaptability | Emotional Intelligence | Mentoring

ACHIEVEMENTS

Fluent in English, French, and intermediate Italian skills | 2023

Lived and worked in France, Wales, Italy, Turkey, and the UAE | 2023

Co-organization of Liwa School Digital Summit – 3 schools CPD event, Liwa Education, UAE | 2021

Implementation of E-Learning and E-Safety policies and processes, Liwa Int. School for Girls, UAE | 2021

Organization of a 3-days Digital Strategy Bootcamp, Web-Strategy.net, Turkey | 2018

Thesis about Leonardo da Vinci's esoteric thoughts, Centre d'Etudes Supérieures de la Renaissance, France | 2015

Roller Derby referee in more than 150 matches across Europe, Nantes Derby Girls, France | 2013

Co-founding member of the first French podcast about comic books, Comixity, France | 2008