

NINA COOK

◆ Based in Almería 04600, Spain ◆ Phone: +34622619883 ◆ Email: ninacook@gmail.com

PROFESSIONAL SUMMARY

Dual nationality (New Zealand & British citizenship) and Spanish Residency. Graduated with BA Hons. in Linguistics and BA in Psychology at Victoria University of Wellington, New Zealand. Further post-graduate qualifications relevant to foreign languages and teaching. Five+ years' experience living and working in Spain & Italy.

SKILLS

- Innovation, imagination and creativity
- Highly conscientious, values excellence
- Genuine curiosity and love of learning
- Great attention to detail; perfectionistic
- Highly adaptable and a fast learner
- Culturally sensitive and aware
- Proofreading, copy editing & content editing
- Research and analysis
- Information management - Microsoft Office
- Organization, planning & time management
- Creation of content and materials in English
- Excellent interpersonal and written communication
- Deep knowledge of grammar, spelling and style
- Fluent in Spanish and certified in other languages (Italian, French, German, Latin, Ancient Greek, some Russian and Chinese Mandarin)
- Translation of texts from Spanish to English
- Strong collaborator as well as independent worker
- Big-picture and independent thinking
- Sociable and friendly
- Understanding of human psychology
- Passion for the digital world and new technology

WORK HISTORY

English Teacher, 09/2018 to 02/2019

The Green Monkey – Almeria, Spain

- Prepared comprehensive English curriculum for 30 students.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Cultivated relationships with parents for a complete support network.
- Worked with administrators on behavioural issues to support the needs of all students.
- Administered tests to determine comprehension rates among students.
- Prepared and implemented lesson plans covering required course topics.
- Led interesting and diverse group activities to engage students in the material.
- Completed in-service and additional training to maintain professional growth.
- Gave one-on-one lessons to students preparing Cambridge B2 examinations.

English Teacher, 09/2016 to 01/2018

The English Centre – Almeria, Spain

- Independent classroom teacher for a variety of ages and levels.
- Taught small groups, one-on-one and larger groups of up to 20 students.
- Ran reinforcement and support groups for students with academic difficulties.
- Ran English conversation night classes for adults.
- Prepared students for Cambridge B1 and B2 examinations.
- Administered and corrected exams.
- Wrote reports twice per school year.

Assistant Teacher At Bilingual Primary School, 09/2015 to 06/2016

C.E.I.P Antonio Osuna – Tres Cantos, Madrid

- Taught social studies, science and computer studies in English.
- Worked with Year 2, Year 5 and 6 classrooms.
- Ran conversation practice groups for Cambridge B1 English examinations.
- Coached students one-on-one.
- Documented student attendance and progress against goals.
- Created and implemented student reward system.
- Collaborated with teachers and administrators to discuss the academic needs of students.
- Gave private lessons outside of school hours.

Assistant Teacher At Bilingual High School, 01/2015 to 07/2015

Albujaira I.E.S – Almeria, Spain

- Collaborated with head teacher to teach music, biology, social studies and maths in English.
- Maintained a schedule of 15 classes per week.
- Collaborated with teachers and administrators to develop and update bilingual school programme.
- Developed and taught lessons on relevant English books, poems, movies and themes to promote student interest.
- Facilitated group sessions and provided one-on-one support.
- Gave classes one-on-one and in small groups to bilingual classroom teachers wishing to improve their English.

EDUCATION

Graduate Diploma In Arts: Modern Language Studies, 2014

Victoria University of Wellington – New Zealand

Advanced Spanish, Italian and French.

Graduate Certificate: TESOL, 2013-2014

Victoria University of Wellington – New Zealand

Teaching English to Speakers of Other Languages.

Bachelor of Arts with Honours (BA Hons): Linguistics, 2013

Victoria University of Wellington – New Zealand

Research in Sociolinguistics, Discourse & Meaning, Morphology and Psycholinguistics.

Bachelor of Arts (BA): Psychology and Linguistics, 2010-2012

Victoria University of Wellington – New Zealand

Double Major in Psychology and Linguistics.

PERSONAL & PROFESSIONAL INTERESTS

Literature, poetry and writing; translating and interpreting; proofreading, editing and copywriting; art and art history; music; philosophy, psychology and personal development; health and fitness; cooking; film and photography; language learning; travelling and exploring diverse cultures.

REFERENCES & OTHER

- References and proof of qualifications etc. available upon request.
- Available to start work immediately; flexible schedule.
- Completed Red Cross First Aid Course in 2019.
- Full international driver's license.