

# Alex Allan

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- Profile** Teaching English in Berlin and Brandenburg in academic institutions and for business. Specialising in IT and finance with over 4 years' experience in those industries. In addition, former employee of Cambridge University Press ELT. Treasurer of ELTAB-B (the local teachers' association). EU citizen.
- Education**
- International House London (Aug 2010)**  
*Cambridge Certificate in English Language Teaching to Adults ('Pass B')*
- Rated excellent, very good or good in all areas (see web site).
- University of Nottingham (2003–2006)**  
*Computer Science BSc with Honours (2:1)*
- Relevant Experience**
- English Teacher, Europa-Universität Viadrina, Frankfurt (Oder) (Oct 2010—)**  
Freelance English teacher (8 hours p/w) for the 'Mittelstufe' course.
- Preparing lessons and materials for two B1-level classes, consisting of Polish, German and Turkish students.
  - Setting and marking examinations for B1 to C1 levels.
- Trainer, All on Board, Berlin (Dec 2010—)**  
All on Board is a small language school focusing on professional English training for small groups and individuals.
- Preparing participants for public speaking and general business English.
  - Training for a range of levels from mid-intermediate to advanced.
- English Trainer for IT, Technische Universität (TU), Berlin (Nov 2010)**
- Successful short course for IT support staff at the Technische Universität to help with enquiries and contacts with suppliers in English.
  - Targeted language training due to my experience in IT support.
- Senior Technical Consultant, Trayport Ltd, London (2007–2010)**  
Trayport is an IT firm specialising in real-time financial trading software.
- Handled complex support calls for the company's demanding clients.
  - Developed software for managing client billing and support.
  - Conceived and conducted IT training for the company's staff and clients.
- Finance Officer, University of Nottingham Students' Union (2006–2007)**  
Full-time charity trustee responsible for the organisation's finances.
- Managed the organisation's £2.2m budget, accounts and financial policies.
  - Presented the organisation to funders, suppliers, auditors, local government and governing bodies.
  - Provided comprehensive training and advice for student-run groups.
- Software Developer, ELT, Cambridge University Press (1999–2002 periodic)**  
Programmer working for the English Language Teaching department.
- Developed software to help authors write correctly graded manuscripts.
  - Wrote web pages to accompany ELT text books.

<b>Professional Organisations</b>	<p><b>English Language Teachers' Assoc. Berlin-Brandenburg, Treasurer (Feb 2011—)</b> Voluntary elected position handling the organisation's membership records and finances.</p> <ul style="list-style-type: none"> <li>• Managing €7,500 turnover, including payments and direct debits.</li> <li>• Responsible for keeping the organisation solvent, to budget and within relevant tax and profit regulations.</li> </ul>		
<b>Additional</b>	<ul style="list-style-type: none"> <li>• Continues to work as an IT consultant in Berlin.</li> <li>• British with European Union citizenship</li> <li>• Full and clean UK driving licence</li> <li>• No criminal convictions</li> </ul>		
<b>Languages</b>	<p><b>English (Native)</b> Native speaker with standard southern-English accent.</p> <p><b>German (CEFR A1)</b> Currently studying at BSI Sprachschule Berlin. Hoping to reach B1 level in the next few months.</p> <p><b>French (CEFR A2)</b> Studied at LSF, Montpellier, France to CEFR A2 level (May 2010–Jun 2010).</p>		
<b>References</b>	<table> <tr> <td>Dr Richard Bland bland@europa-uni.de Europa-Universität Viadrina Große Scharrnstr. 59 15230 Frankfurt (Oder) Germany</td> <td>Chris Hewett chris.hewett@trayport.com Trayport Ltd 2 Southwark Bridge Road London, SE1 9HS United Kingdom</td> </tr> </table>	Dr Richard Bland bland@europa-uni.de Europa-Universität Viadrina Große Scharrnstr. 59 15230 Frankfurt (Oder) Germany	Chris Hewett chris.hewett@trayport.com Trayport Ltd 2 Southwark Bridge Road London, SE1 9HS United Kingdom
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