

Amanda Julia Gonzales

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Personal Summary

A dedicated, self-directed and effective professional seeking new working opportunities. Possessing excellent communication skills and valuable experience of working with students and clients of all ages and a wide range of cultural backgrounds. Possessing 7 years of excellent customer service.

Has lived abroad in Italy for four years. Presently looking to join a company that offers great training and long term career development opportunities.

Work Experience

Recent experience includes tutoring positions in four local middle schools and hosting online private lessons.

English Tutor

Middle schools of Casalbuttano and Robecco, respectively.

Feb 2020 -

Province of Cremona, Italy

Duties

- Taught vocabulary, basic grammar and practiced pronunciation through personalized conversation lessons.
- Customized each lesson according to the students level of English proficiency, interests and grade level.
- Created fun and accessible lessons for each class, every lesson included group activities, games, videos and songs.
- Each lesson contained exercises and activities with the aim of improving speaking, writing, reading and comprehension.
- Encouraged a comfortable atmosphere for learning through sensitivity to strengths, weaknesses, and personal learning styles.

English Tutor

Middle schools of Vescovato and Ostiano, respectively.

Nov 2019 - Jan 2020

Province of Cremona, Italy

- Taught vocabulary, basic grammar and practiced pronunciation through personalized conversation lessons.
- Customized each lesson according to the students level of English proficiency, interests and grade level.

- Created fun and accessible lessons for each class, every lesson included group activities, games, videos and songs.
- Lessons contained exercises and activities with the aim of improving speaking, writing, reading and comprehension.
- Encouraged a comfortable atmosphere for learning through sensitivity to strengths, weaknesses, and personal learning styles.

English tutor

Esterlingue International Language School

Cremona, Italy

Oct 2015 - June 2016

Duties

- Taught vocabulary, grammar and through personalized conversation lessons.
- Customized each lesson according to the students level of English proficiency, occupation and interests.
- Created trusting atmosphere through sensitivity to strengths, weaknesses, and personal learning styles.
- Created fun and accessible lessons for individual students and small groups.
- Helped students prepare for the TOEFL exam.
- Selected videos, audio files, writing and reading exercises to accompany the chosen topic.
- Engaged students through humor and activities such as games, songs and poetry reading.

English Tutor

Inlingua

Cremona, Italy

April – June 2015

Duties

- Volunteered for a few months to teach English through conversation to groups up to 6-12 adults per lesson.
- Additionally,
- Volunteered to teach English at local after-school program to groups of girls aged 11-15.
- Prepared group activities, discussions and accessible vocabulary and grammar exercises.

Office Manager / Sales Assistant

Clear Span Media - Website design and advertising

Houston, TX

Sep 2009 - Mar 2014

Duties

- Maintained calendar of events and milestones, distributing it to all stakeholders.
- Handled intake and processing of customer service requests.

- Oversaw searching for and recruiting developer talent.
- Compiled lead lists, market research and search information for the Sales department.
- Finding and following up on leads, cold calling.
- Organized budget, facilitated purchases.
- Answered telephone, email and website enquiries.
- Received “Most Reliable” and “Most Dedicated” awards.

Education

Carnegie Vanguard High School, Houston TX
2002-2009

Key Skills and Competencies

- Native English Speaker
- Possessing a strong work ethic and interpersonal skills.
- Proactive and able to use initiative when solving problems.
- Attention to details.
- Flexible and adaptable.
- Positive and self-motivated attitude.
- Able to communicate effectively both verbally and in writing.

Personal Attributes

- Possessing a responsible, patient and caring attitude.
- Able to work as part of a team.
- Dedicated to customer service and satisfaction