
ERIC OLSEN

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English Teacher and Personal Tutor

English Language Teacher/Tutor, Corporate Trainer

I am a professional English Language Teacher/Trainer and Tutor from California. I assist people of all ages, ranging from 2 years and up, all skill levels and from all backgrounds (corporate, academic & early childhood/infancy).

I have 19 years of experience teaching and training in companies, for schools and universities and tutoring individual students on one on one basis. With a background in business ownership and educational management, event management, search and selection, marketing and sales and social work/counseling I possess a wealth of expertise and skills which enable me to provide high quality teaching and training

I specialize in:

English Language training (all ages), and English for corporate/professional skills training and coaching, executive and life skills coaching, educational consulting, business consulting and more.

Language training (for all ages, beginner to advanced)

- General, Business and Legal English (young adults and older)
- English for young learners (ages 1-19 years of age)
- English for children and teens with disabilities
- Specialty training such as English for Banking and Finance, International Management, Business Law, Marketing, HR, Oil and Gas, Technical English, Medical English and English for Nurses, English for Aviation etc
- Workshops: Interviewing Skills, Presentation Skills, Negotiating, Time Management, etc.
- International exam preparation: Starters, Movers, Flyers, KET, PET, FCE, CAE, CPE, BEC, TOEFL, IELTS, International Legal English exam, International Certificate of Financial English, SAT, SSAT, GMAT etc
- Accent reduction (perfecting the American English accent - west coast)

English and Corporate soft skills training and coaching

Communication skills, Presentation skills, Time Management Skills, Negotiating, Working with Diverse Cultures, Search and Selection, etc.

Portfolio

Companies where I taught or trained include:

Oil and Gas

Exxon Mobil, BP, TNK-BP, Rosneft, Mol-RU, RWE Transgas,

Banking and Finance:

GE Money Bank, Oberman Bank, CSOB, VTB, VTB 24, Sberbank, Nordea, Rosbank

Companies in other Industries where I taught:

Pepsi Americas, Exxon Mobil, Bona CR, Skoda Auto, Furecia Exhaust, Skanska, GE Money Bank, Oberman Bank, CSOB, Renault Auto, Atradius Credit Insurance NV., Alstom International, Aero Vodahody, AAA, Datart, Ceska Pojistovna, RWE Transgas, Wincanton, First Data, NCR, Olgilvy, AIG, Lucent Tech., PPF, Sudop, ICZ, Mako Butterfly, Kosmetika Trinity, Eset Software, Corenet Solutions, Recruitment International, Maxin Prague, Double-U, First Data, ICZ, Dimar, Falkensteiner Hotels, Media Edge CIA, Young & Rubicom, IZIP, Kim Group s.r.o., CME/TV NOVA, Question Marks s.r.o., Prague Clinical Services (PCS), Pro Gyne s.r.o., Czech Property Investments, a.s., Posmedia CR and Global Services, 108 agency real estate advisors, Century 21, Respect Insurance Brokers, DJK Europe GmbH, Hewlett Packard, Sberbank, TNK-BP (Rosneft), MOL-RUS, Naumen, MSD, Sanofi, Thomson Reuters, National Securities Depository, ING Bank, Disney-U TV, Home Credit Bank, Croc, Independent Media, OSSP, Eurochem, Novartis, Liebherr, Home Credit

Language school experience - since 1999. Worked for around 15 different schools in 3 countries (USA, Czech Republic and Russia)

Vocational school experience (2 years):

MAVO vocational school (contracted through SPUSA, Prague CZ)

- taught general English, prepared for State exams, Taught American History, Geography and Culture

University experience (less than 1 year) :

Czech Technical University (contracted through Rodet Language Center)

- taught general and technical English

Extensive experience working with these nationalities:

- Saudi, Germanic, Spanish, Brazilian, Eastern European, Russian, Asian (especially Japanese)

Countries where I have taught:

- USA (homeland), Czech Republic, Russia, Mexico (volunteer)

References

Jana Prosmanova

Agency director

Shinichiro Masuda

Student of English

Jan Vesely

Student of English

Radek Kounicky

Student of English

Svetlana Raykhman Raykhman

student of English

Pavel Skrivanek

Student of English

Jana Sklibova

Student of English

Work experience

9/2015 - present

English Teacher

International School of Beijing , China & Concord Colleges of Sino Canada

Harbin CCSC, Guiyang CCSC

- Taught elementary, middle school and high school English (ESL)
- Managed classes of around 10-25 students each
- Responsible for curriculum, instruction, testing and reporting
- Corresponded with other teachers and administrators as well as parents
- Attended several teacher training sessions
- Assist with administrative duties

10/ 2014 - 8/2015

English Teacher, Coach/Tutor

EAcademy, Moscow, Ru

- Teach all ages, levels and types of courses
- English to young learners groups
- Adult general, business/professional English

- Exam preparation (KET, PET, FCE, CAE, CPE, BEC, TOEFL, IELTS, SAT etc.
- Accent reduction
- Periodic skills testing and evaluation
- Record keeping and reporting

7/2015 - 9/2015

English Language Trainer

C & P Academy, Moscow

Corporate English Trainer and Coach for individuals and small groups . Currently teaching management in a high profile international company in Moscow

3/2015 - 6/ 2015

Corporate English Trainer/Coach

ILCRF, Moscow Ru

- Teaching Business English and English for OIL and Gas in oil company
- Teaching vice-president and top managers
- Responsible for lesson preparation and delivery
- Periodic skills testing and evaluation
- Record keeping and reporting

3/ 2015 - 6/2015

English Language Trainer

Financial Services Company, Moscow Ru

- Teaching General, Business and Legal English
- Teaching the legal team
- Responsible for lesson preparation and delivery
- Periodic skills testing and evaluation
- Record keeping and reporting

1/2015 - 5/ 2015

Corporate English Trainer/Coach

V. Language, Moscow Ru

- Teach Business English to Adults (in-company)
- Planning and organization of course material/content
- Periodic skills testing and evaluation
- Record keeping and reporting

12/ 2014 - Present

English Trainer and Tutor

EDO International

Give individual and small group English lessons (in-company and private)

- General English for all ages
- Business English, Legal English, English for Banking and Finance, Legal English, HR, Travel, Tourism and Hospitality, Medical English, Technical English, English for Electrical Engineers, Aviation, etc
- English for young learners, including Starters, Movers, Flyers courses, etc., and English for teens (general & exam prep)
- Special training such as interviewing techniques, presentation skills, negotiating etc
- Teach all exam preparation courses including exams for young learners, KET, PET, FCE, CAE, CPE, BEC, ICPE, TOEFL, IELTS, ILET, SAT, SSAT, GMAT
- Teach pronunciation and accent reduction
- General administrative duties such as Assessing students' skill level and deciding on appropriate level and course of study.
- Monitor and evaluate student's progress through homework and tests. Follow up with students and advise

9/2012 - 11/2013

English Teacher, Trainer, Tutor

G. I., corp. language training, Moscow, Ru

- Executive English Teacher/Trainer for small groups
- Individual Coach/Tutor for all ages
- Instruction and training in General English, General Business English, English for International Management, Business law, Marketing, HR, General Legal English, English for International Law, Medical English, English for Travel, Tourism and Hospitality, Real Estate, etc.
- Exam prep courses for KET,PET,FCE,CAE,CPE,TOEFL,IELTS,ILETS,BEC's etc

5/2012 - 8/2012

ESL Instructor

International House San Diego, Ca, USA

- Teach students of all ages and levels in English as a second language (Approx 15% Saudi, 50% Japanese, 30% German, Swiss Austrian, 5% other)
- Instruction consisted of English for young learners, General English for teens to adults, Business/Professional and Conversational English
- Responsible for course administration including timetable, record keeping, reports
- Helped organize and supervise extracurricular activities and events

2/2012 - 4/2012

Legal English Instructor

Legal English For You, Prague, CZ

- Teach Legal English in law firms
- Give English instruction in all divisions of law and prepare students for the International Legal English Certificate (ILEC)
- Responsible for daily lesson plans and administration such as attendance, reporting on class activity and personal accountability

22009 - 1/2012

ESL Instructor

Anglicka Skola, Prague, CZ

- Teach small group ESL courses in company IZIP a.s.
- Provide course instruction and training in General English, Business English and exam preparation (ie. FCE, TOEFL, IELTS, CAE, CPE, BEC's...).
- Assess students' needs, skill level, organize and prepare course content and material, monitor and evaluate students' progress through performance evaluations and testing
- Managed timetable, course administration (ie. attendance and class activity), and personal accountability
- Maintain good student relations through follow up and organization of extracurricular social activities and events

9/2002 - 1/ 2003

ESL Instructor

JIP, Prague, CZ

- Taught general and business English as well as English certificate preparation courses for Exxon Mobil
- Assessed students' needs, designed curriculum, prepared daily lessons plans, and utilized different methodologies ...
- Monitored and evaluated students' progress through performance evaluations and/or testing.
- Managed timetable, course administration and personal accountability in a timely and efficient way.
- Maintained good student relations through follow up and organization of extracurricular social activities and events

2/2003 - 12/2009

Owner/Managing Director, Instructor, Trainer

INPEX training & development, Prague, CZ., Moscow, Ru

- Provided foreign language instruction for companies which specialized in professional and executive English, Soft skills trainings and/or workshops, executive and life-skills coaching.
- Responsible for business start-up, development, and overall operations including new business development, project and HR management, teaching, training, coaching, administration and budget
- Organized small group and individual language courses such as General English, Business English, specialty courses and exam preparation for international English proficiency certificates.
- Designed and implemented marketing and PR strategies, wrote and sent proposals and competed in tenders, arranged meetings and gave presentations, negotiated contracts and closed sales
- Closed contracts of sale with more than 20 companies ranging from small businesses to blue chip companies
- Assessed individual and company needs via needs' analysis questionnaires and performance testing, taught/trained on a personal basis, recruited other teachers, trainers and staff.
- Maintained good client relations through follow up and organization of extracurricular social activities and events

Inpex Clients:

Bona CR, Skoda Auto, Furecia Exhaust, Skanska, CSOB, Renault Auto, Atradius Credit Insurance NV., Alstom International, Aero Vodahody, AAA, Datart, Ceska Pojistovna, RWE Transgas, Wincanton, First Data, NCR, Olgilvy, AIG, Lucent Tech., PPF, Mako Butterfly, Kosmetika Trinity, Eset Software, Corenet Solutions, Recruitment International, Maxin Prague, Double-U, First Data, Falkensteiner Hotels, Kim Group s.r.o., CME/TV NOVA, Question Marks s.r.o., Prague Clinical Services (PCS), Pro Gyne s.r.o., Czech Property Investments, a.s., Posmedia CR and Global Services, 108 agency real estate advisors, Century 21, Respect Insurance Brokers, DJK Europe GmbH, Hewlett Packard

9/2001 - 8/2002

ESL Instructor

Language Instruction Centrum, San Diego, CA. USA

- Taught all age groups and levels in general, business, and conversational English.
- Performed student language assessments, prepared daily lessons plans, monitored and evaluated students' progress through performance testing
- Responsible to course administration including timetable, records of class activity and reporting to administrator.
- Helped organize and supervise extracurricular activities and events such as beach parties, house parties, excursions etc.

6/2001 - 9/2001

ESL Instructor

Converse International School of Languages, San Diego, CA. USA

- Taught all age groups and levels in general, business, and conversational English.
- Performed student assessments, designed curriculum, prepared daily lessons plans, monitored and evaluated students' progress through performance testing
- Responsible to course administration including timetable, records of class activity and reporting to administrator.
- Helped organize and supervise extracurricular activities and events such as beach parties, house parties, excursions etc.

9/1999 - 6/2001

ESL Instructor

SPUSA, Prague, CZ

- Taught students of all ages and levels in English as a second language which included in-classroom, private and company courses
- Instruction consisted of general, business and conversational English as well as a courses in American History and Culture and preparation for State exams
- Responsible to course administration including timetable, records of class activity and reporting to administrator.
- Helped organize and supervise extracurricular activities and events such house parties, club nights, bowling, camping etc

3/1997 - 9/1998

Family Support Worker/Youth Counselor I & II

N.A.S.D, C.A.T.S., San Diego Dept. of Health & Human Services (USA)

Counseling, supervision and Treatment (on-site & residential)

- Family support through weekly home visits, counseling & education
- Supervision and guidance counseling in a youth treatment center
- Duties in both positions involved evaluating living arrangements, monitoring behavior, reporting, facilitating meeting with various professionals, Lawyers, and families

9/1993 - 6/1997

Bachelor of Arts

Point Loma Nazarine University

Chinese Language

Russian Language

Czech Language

Interest

weight training, swimming, surfing, playing guitar, concerts, cinema, cafes etc

2018	University Consultant <i>GCCSC and AKD Education</i> C
1992	Hard and Soft Skills Training <i>Amazon Processing; SOMC Software</i>
1993	Certificate in Teaching English as a Foreign Language <i>Prague Schools</i>
1988	Hard and Soft Skills Training <i>SD Urban League, SD Dept. of Health & Human Services, Kaiser Permanente</i>

