

Mike Clayton

**Experienced Teaching English as a Foreign
Language (TEFL) Teacher**



Vilanova I La Geltru

Barcelona

633324422

migzclay@gmail.com

[LinkedIn Profile](#)



Objective:

Dedicated and experienced English Language Teacher with over 10 years of expertise in teaching professionals and adults. Proven track record of success in various teaching environments, including business, exam preparation, and oral communication classes.

Education:

TEFL Certified

[TEFL Org UK](#)

Year of completion: 2014

Edexcel Level 3 BTEC National Award

[Brooksby Melton College](#)

Year of Graduation: 2007

A-Levels

[Loughborough College](#)

Year of graduation: 2005

Professional Experience:

1. [CEO GetAhead Enterprise](#) | Startup | English Language Instructor |

Vilanova | La Geltru | January 2023 - Present

- Develop and deliver engaging and effective English lessons tailored to professionals online.
- Conduct business English courses focusing on communication, negotiation, and presentation skills.
- Provide individualized coaching for exam preparation, including IELTS, TOEFL and Cambridge.

2. [Online English Teacher](#) | [Classgap](#) | Freelance |

January 2020 - Present

- Offered personalized English lessons to professionals seeking to improve their language skills.
- Specialized in oral communication, pronunciation, and vocabulary enhancement.
- Assisted clients in preparing for job interviews and presentations.

3. [Centre Ensenyaments tècnics Penédes](#) | Corporate English Trainer |

Vilafranca | January 2017 - January 2020

- Designed and implemented customized English language programs for corporate clients.
- Conducted workshops on effective business communication, email writing, and cross-cultural communication.
- Facilitated language training for employees at various proficiency levels.

4. [Cambridge English Assessment Specialist](#) | Invigilating | Freelance |

Ongoing Yearly

- Coordinated and managed official Cambridge English exams for Cambridge exams for a diverse range of students.
 - Conducted specific training sessions for exam invigilators and staff involved in the exam administration process.
 - Collaborated with Cambridge English representatives to ensure adherence to assessment standards and protocols.
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Skills:

- Proficient in creating and delivering engaging English lessons for professionals.
 - Strong understanding of business English and corporate communication.
 - Experience in exam preparation, including IELTS, TOEFL, and Cambridge exams.
 - Excellent interpersonal and communication skills.
 - Adaptable teaching style to meet the diverse needs of adult learners.
 - Familiarity with language teaching technologies and resources.
 - Extensive experience in coordinating and managing official Cambridge exams.
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Professional Memberships:

- [Cambridge English Teacher](#)
 - [MacMillian Education](#)
 - [International Association of Teachers of English as a Foreign Language \(IATEFL\) Spain](#)
 - [Asociación Española de Centros de Enseñanza de Idiomas \(ASELE\)](#)
 - [Teachers of English to speakers of other languages in Spain](#)
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References:

- Available upon request.