

Mr. Joe, BA, CELTA



Statement

- I'm a highly-experienced Business English trainer (more than 10 years in Beijing) including Financial, Management and IT English.
- I have considerable real-world international business experience (including management, insurance and IT).
- My ten plus years in China have given me the ability to know the problems that Chinese have with English in general and the ability to be able to quickly recognize individual student requirements.
- I'm an excellent motivator who uses his extensive library of teaching materials to have interesting, motivating and informative classes.
- I have the best English teaching certificate, the CELTA (Certificate of English Language Teaching to Adults) from Cambridge University.
- I'm take my job very seriously and also like to have fun in class!
- I have considerable computer experience (Windows, Apple, Office, Dreamweaver, programming, networking, web applications, etc.)
- I'm an experienced, educated, well-read and well-travelled individual who is prepared to face challenging situations in multi-cultural environments.

Experience

1997–current various companies & schools Beijing, China

Business English Trainer

- Focusing on improving my students' speaking, listening and writing abilities in an interesting and motivating way.
- Course material design and teacher management experience.
- Extensive client list
- Thousands of satisfied (including long-term and repeat) students!
- Standard American English accent

Course books used:

Business Explorer 1, 2 & 3 (CUP)
Company to Company (CUP)
Effective Series (Oxford)
English for Business Studies (CUP)
Inside Out (Macmillan)
Look Ahead (Longman)
Market Leader (Longman)
Interchange (CUP)
PASS BEC Higher (Summertown)
Passages (CUP)
Working in English (CUP)

Note; I have a huge personal collection of English teaching material and resources. You can view the list by clicking [here](#).

Also; I have some comments from former students collected on this [web page](#).

1997–current various individuals & companies Beijing, China

Computer Technician & Tutor ([BCCo.biz](#))

- expert Windows & Apple computer & network troubleshooter
- experienced computer application tutor (Windows, Office, Photoshop, etc.)
- designed and implemented several web sites using Dreamweaver

1995–1997 Lucia’s Distributors St. Louis, MO

Sales Representative

- Considerably increased sales in my territory
- Motivated sales force and organized sales region

Education

Graduated 1994 Columbia University Chicago, IL

- Bachelor of Arts - Business Administration (Note; many computer & art classes taken)
- University of Cambridge [CELTA](#) English teaching certificate

Schedule

Click [here](#) for an updated, on-line schedule

Interests

Computer games, Photography, Travel, Movies, Books and Music.

