



# Temitope Daniel Salami

 Tashkent, Uzbekistan

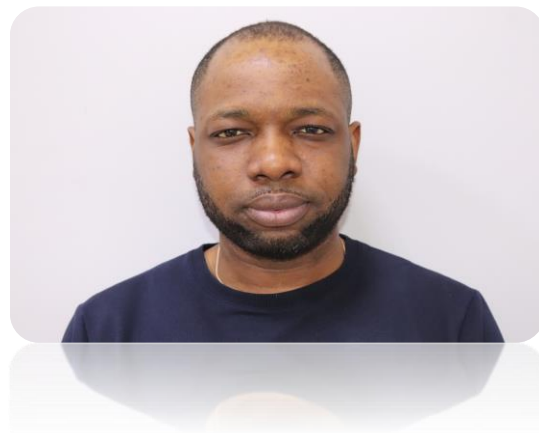
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 27/04/1982

 Nigerian



## Summary

I am a passionate educator and ESL tutor with vast experience in language teaching helping people with diverse linguistic background to acquire the skill and confidence to develop their English communication skills either for academic, work, tourism or migration purposes. I combine my background in journalism, media, hospitality and teaching with a genuine passion for technology and research.

## Skills

Teamwork • Remote Access • Microsoft PowerPoint • Microsoft Word • Microsoft Excel • Private Classes • Class Actions • Classroom Assessment • Classroom Instruction • Report Writing • PR • Student Relations • Administrative Skills • English Grammar (Advanced) • Computer Fundamentals (Advanced) • Human Resource Management (HRM) • Certified Educator (Advanced) • Travels and Tours

## Licenses & Certifications

 **Certified Member (CM)** – Cognia [2023]

 **Accredited Extended Essay Supervisor** – International Baccalaureate [2022]

 **Certified Member (CM)** – International Baccalaureate [2021]

 **120-hour TESOL Certificate** [2018]

 **Associate Member – Nigerian Institute of Public Relations, Lagos** [2013]

 **Member, NUJ – Nigeria Union of Journalists (NUJ)** [2011]

## Experience



### English Second Language Teacher

Jalaliddin International School, Tashkent, Uzbekistan.

Sep 2022 - Present (1 year 2 months)

- Planned lessons with dynamic discussions and exercises to promote engagement.
- Selected and sequenced appropriate materials and resources based on content area and learners' abilities.
- Used varied teaching methods to foster and stimulate enthusiasm for learning and maintain motivation.
- Updated learning resources to achieve curriculum goals.
- Received award of excellence and appreciation for service impact by school management on teaching English as a second language to client base.



### Teacher of English as a Foreign Language

Smart School, Tashkent, Uzbekistan.

Sep 2021 - Aug 2022 (1 year)

- Taught students on best revision strategies to aid in passing IELTS, Cambridge First and other common examinations.
- Applied active listening to identify and solve problems, facilitate learning for students and build student confidence.
- Collaborated with other teachers to develop creative, innovative and educational curriculums, tutoring aids and field trips.
- Helped secure International Baccalaureate (IB) accreditation for Smart School, Tashkent.



### ESL Teacher

Leader School, Tashkent, Uzbekistan.

Sep 2020 - August 2021 (1 year)

- Developed clear, comprehensive instruction guides and resources to reinforce practical teaching.
- Taught online and in-person lessons, allowing maximum flexibility to best-suit student requirements especially during the COVID global pandemic.
- Applied active listening to identify and solve problems, facilitate learning for students and build student confidence.
- Created audio, visual and written teaching materials to assist in teaching English.
- Invented poems, songs and rhymes to help students gain better understanding of English language.



### Chief IELTS Instructor

SMART English, Andijan, Uzbekistan.

Apr 2019 - Aug 2020 (1 year 5 months)

- Tutored students on best analytical and creative writing skills to aid in passing IELTS, Cambridge First and other common examinations.
- Evaluated student language developments through verbal and written assessments, providing extra support to struggling or underachieving pupils.
- Helped teachers with curriculum development to develop and conceptualize creative, inspiring and exciting IELTS classes.
- Led administrative tasks including tasking registers, marking coursework and assessing student attendance records.

## **English Tutor**

Allover Central Polytechnic, Akure, Nigeria.

Apr 2018 – Mar 2019 (1 year)

- Successfully worked with students requiring special educational needs, specialist learning needs and international students.
- Organized tutoring meetings and completed planning and reporting to enhance service delivery.
- Prepared lesson plans in line with curriculum requirements and to suit students needs.
- Planned educational English lessons such as book readings, grammar, spelling and language lessons.
- Designed, planned and taught effective lessons tailored to student needs.
- Offered private and group classes to suit students' needs and requirements.

## **Paid Trainee Travel Agent/Front Office/PR Assistant**

Eleos Travel Agency, Akure, Nigeria.

Sept 2017 - Mar 2018 (7 months)

- Assisted clients in planning and booking their travel arrangements, including flights, accommodations, tours, and transportation.
- Provided accurate and up-to-date information on travel destinations, visa requirements, and travel restrictions.
- Handled inquiries and resolved any issues or concerns related to travel bookings.
- Managed appointment scheduling and maintained an organized front office area.
- Assisted with administrative tasks.

## **Media Consultant/News Correspondent**

News Agency of Nigeria (NAN), Lagos, Nigeria.

Mar 2011 - Aug 2017 (6 years 6 months)

- Developed and edited digital content across various channels, including short-form and video.
- Drove proficiency in accessing publicly available court and police records for investigative crime reporting.
- Researched, wrote, edited and reworked pieces on various current affair topics in Lagos, Oyo and Ogun States of Nigeria.
- Visualized complex ideas into compelling stories accurately, creatively and intelligently.
- Developed and pursued stories independently and for assignment, covering range of topics.
- Increased subscribers by localizing foreign news content to appeal to and clarify information for viewing and listening audiences.

## **Volunteer Front Office and HR Assistant**

Berean House Wellness and Life Place, Akure, Nigeria.

Dec 2010 - Feb 2011 (3 Months)

- Welcomed and greeted clients and visitors in a warm and professional manner.
- Scheduled appointments and managed the booking system efficiently.
- Tracked office supply inventory and ordered office supplies as needed using cost-effective approach.
- Processed and distributed office mail, typed and distributed correspondence, made copies, etc.
- Maintained a clean and organised reception area.
- Identified, recommended and implemented solutions for interdepartmental and business operations processes.
- Assisted with students' study abroad application and selection processes, including posting job openings, screening

resumes, and scheduling interviews.

- Maintained employee records and update HR



### **Customer Service Personnel/Client Liaison Officer**

Heyden Petroleum Nig. Ltd, Lagos, Nigeria

Nov 2009 - Nov 2010 (1 year 1 month)

- Answered customer queries on new products, services and sales offers to increase sales.
- Managed all complex complaints, issues and problems to maintain customer satisfaction.
- Planned own workload to meet deadlines and changing priorities.
- Contacted customers to provide updates on orders and purchases, updating CRM system with notes on conversation.
- Built and maintained strong working relationships with colleagues to help deliver exceptional customer service.

## **Education**



### **Atlantic International University, USA.**

B.Ed., Education

2022 – 2024 (Ongoing)



### **School of Business and Trade, Switzerland.**

B.Sc., Social Sciences

2021 – 2023



### **The Polytechnic, Ibadan**

HND, Mass Communication/Media Studies

2000 – 2007

## **Languages Spoken**

- English – Native
- Russian – Elementary
- Yoruba – Proficient

## **Honors & Awards**



### **Certificate of Appreciation** - Jalaliddin International School, Tashkent.

Jun 2023

"Your dedication, hard work and generosity has made a significant impact and we are very grateful for your support." - JIS School Management

## REFREE(S)

### **Rev. Dr. Stephen Babatunde Abobade**

Chief Executive Officer

Berean House Wellness and Life Place,

Akure, Ondo State, Nigeria.

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