

Sherri J. Williams — Business English Trainer

Professional • Innovative • Experienced

HIGHLIGHTS OF QUALIFICATIONS

- **CELTA** certification (Pass A); dual Bachelor of Arts with international study
- Over 3 years of experience teaching in both Canada and Germany with special expertise in Business English
- American English native speaker with clear speech and impeccable grammar
- Proficient in German, French and Spanish
- Committed to effective, task-based, communicative learning methods
- Active in professional development—2015 Vice Chair of ELTABB (English Language Teachers' Association Berlin-Brandenburg), 2016 Chair



EDUCATION & TRAINING



Cambridge CELTA Course

ILSC Montreal, QC, Canada

October 2012 Pass A (top 2-5%)

Six hours of assessed teaching experience of multi-lingual students at two different levels.



German Language Courses

Levels A1-B2, Sprachenatelier

Berlin, Germany Feb-Oct 2013



French Language Courses

Levels 4-7, Centre Saint-Paul

Montreal, QC, Canada 2010-2011



B.A. Hispanic Studies

B.A. Studio Art

Wheaton College

Norton, MA, USA 1999-2003

GPA 3.85, Summa Cum Laude



Junior Year Abroad program

Universidad de Córdoba

Córdoba, Spain 2001-2002

TEACHING & WORK EXPERIENCE

Freelance English Language Trainer – Berlin, Germany

February 2013 – present

- Plans and facilitates in-company Business English lessons for groups and individuals, including professionals in the engineering, HR, political, finance, retail and technology industries
- Teaches adult private students one-on-one English lessons
- Plans and executes group lessons for self-designed English conversation courses for adult students
- Organizes and leads a weekly English-German language exchange event for 20-30 language learners

English Instructor – ILSC Montreal, QC, Canada

November 2012 – January 2013

- Developed English language course curriculum appropriate for students' learning abilities, levels, needs and interests
- Planned and executed lesson plans for beginner and intermediate level communication courses
- Evaluated student progress, recommended advancement strategies

Conversation Group Founder and Leader –

That's Life! English Conversation Group, Montreal, QC, Canada

December 2011 – February 2013

- Facilitated and organized a conversation Meetup group for over 500 English learners
- Animated bi-monthly conversation practices for 30-40 participants, providing interactive oral practice exercises, error correction and social interaction
- Recruited, coordinated and trained native English-speaking volunteers to assist with the group

Receptionist / Administrative Assistant – Various positions

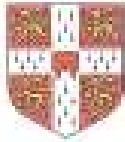
2004–2012 Montreal, QC, Canada

Sherri J. Williams

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CELTA CERTIFICATE



UNIVERSITY of CAMBRIDGE
ESOL Examinations

English for Speakers of Other Languages

**Cambridge ESOL Level 5* Certificate in
Teaching English to Speakers of Other
Languages (CELTA) (QCF)**

This is to certify that

SHERRI STEVENS WILLIAMS

has been awarded

Pass (Grade A)

in

Certificate in English Language Teaching to Adults

Date of Award **NOVEMBER 2012**

Centre Number **CA132**

Accreditation Number **591/1891/2**

* This level refers to the Qualifications and Credit Framework (QCF) for
England, Wales and Northern Ireland

Michael Milanovic
Chief Executive

Date of Issue **05/11/12**

Certificate Number **ccpf533047**



Uywoborth Cymru
Welsh Government



Rewarding Learning