



# Veronica Garcia

Spanish and English Language Teacher

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## Languages

- French
- Spanish
- English

## About

A multilingual individual with experience in customer interaction, and personalised service. Skilled at adapting to various work environments with a passion for communication and sales. Proficient in handling retail responsibilities such as inventory control, client advising, and store maintenance within luxury department stores and travel retail settings.

### BRANDS WORKED WITH

- Gaston Sacaze Group
- Hotel Radisson,

## Experience

### Spanish Language Teacher

| Jan 2019 - Mar 2021

Effectively taught classes of up to 6 French and American sales executives, managing behaviour and individual learning progress to facilitate fluency in Spanish.

- Prepared instruction materials and resources, supporting lesson plans and aiding business growth of 25%.
- Planned and executed innovative lessons to improve students reading, writing and oral skills through interactive lessons.
- Scheduled 3+ classes per 2-hour sessions to accommodate a variety of learning abilities and scheduled availability
- Set out clear objectives and goals during lessons, supporting students in achieving them through one-to-one sessions
- Delivered on-to-one and group teachings, maintaining student engagement and enthusiasm through subject passion and effective communication.
- Generated interactive materials to enhance online learning and cater to different learning Styles

### Spanish Language Teacher

Shan Children's Orphan Home Penang | Apr 2015 - Dec 2020

through one-to-one sessions

- Delivered on-to-one and group teachings, maintaining student engagement and enthusiasm through subject passion and effective communication.
- Generated interactive materials to enhance online learning and cater to different learning styles.
- Implemented a variety of teaching techniques from English to Spanish to develop students' fluency.
- Set appropriate homework to enable additional practical language use and improve overall fluency in new learnings.
- Delivered on-to-one and group teachings, maintaining student engagement and enthusiasm through subject passion and effective communication.
- Evaluated student progress, providing positive praise and support with additional assistance as needed.
- Maintained detailed records of students' learning progress, providing individualised feedback and additional support to achieve good results.
- Coordinated a variety of interactive learning activities from English to Spanish to increase students' Spanish proficiency.
- Worked with Special educational needs (SEN) teachers who work with children and young people who have special educational needs or disabilities.

### - Events Manager

Hotel Camino Real. | La Paz | Oct 2012 - Sep 2013

- Increasing customer support. Managed over 50 customer calls a day and increased sales by 10%.
- Producing detailed proposals for events (e.g., Timelines, venues, suppliers, legal obligations, staffing and budgets);. Established and managed a budget.
- Ensuring insurance, legal, health and safety obligations are adhered to

- Coordinating venue management, caterers, stand designers, contractors and equipment hire.
- Planning room layouts and the entertainment programme, scheduling workshops and demonstrations.
- Coordinating staffing requirements and staff

## **Education & Training**

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- **REAL UNIVERSITY**

Degree in Finance Administrator,

- **Lince Spanish School**

Diploma of Higher Education: Teaching Spanish,

- **Udemy University, online University**

Bachelor of Science in Human Resources Management,