

# JACQUELINE ESPINOZA

Creative and enthusiastic professional with over 7 years of experience in education and digital technologies. I've been passionate about giving children, young people and adults the best possible education through the design and development of a great variety of innovative e-learning solutions.



## EDUCATION

**MA Digital Technologies, Communication and Education (Distinction)**  
UNIVERSITY OF MANCHESTER-UK (2016-2017)

**BA (Hons) – Business Administration**  
UNIVERSIDAD SAN FRANCISCO DE QUITO –Ecuador(2006-2010)  
NARIC reference number: 2000145415

**GCSE – A-Levels (A\*)**  
**Unidad Educativa Andino –Quito-Ecuador(1998-2006)**  
Psychology, Religious Studies, Business Studies, General Studies



## WORK EXPERIENCE

### E-learning Designer

**Freelance | United Kingdom & Remote | 2016- Present**

- Designed and developed e-learning solutions for varied clients
- Recorded and edited voiceover scripts for e-learning materials
- Synchronized e-learning content with audio files
- Created and edited e-learning videos
- Designed both synchronous and asynchronous online courses

### Private Spanish Tutor

**M&J Language Solutions | United Kingdom | 2013-2017**

- Taught students aged between 3 and 70.
- Designed personalized language learning programs.
- Created language e-learning content (e-books, online assessment, digital games).

### MFL Spanish Teacher

**Moorland Private School| United Kingdom | 2013-2015**

- Worked in accordance with the school's GCSE curriculum
- Monitored and assessed pupils' progress.
- Planned and prepared appropriate weekly lessons.
- Successfully created e-learning materials on WordPress
- Adequate use of the school Edmodo-LMS site.

### Language Support Assistant

**Holy Trinity C.E. Primary School | United Kingdom | 2012-2013**

- Designed bilingual teaching and learning resources to support the lessons.
- Managed unpredictable and often challenging behaviour with tact and sensitivity.
- Prepared weekly reports for the teacher and head teacher.



## CONTACT DETAILS



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25 urbanización San Jose del Valle  
(Quito-Ecuador)

## KNOWLEDGE AND SKILLS

### Knowledge of

- Web/blog design (Wordpress)
- Image editing software
- Video production and editing
- Social Media tools
- Video conferencing systems
- Microsoft office suite
- Blended Learning
- Teaching Pedagogy
- VLE (Edmodo- Blackboard)

### Personal Skills

- Leadership & teamwork skills
- Effective time management
- Problem solving skills
- Work well under pressure
- Punctuality and time-keeping
- Quick learner
- Critical thinking

## General Manager

### Oxbridge British Language Centre | Ecuador | 2011-2012

- Managed a small group of four ESOL teachers.
- Set up the school website with relevant information.
- Assisted customers from all over the world with a wide variety of enquiries.
- Connected with potential customers through the use of social media tools.
- Dealt with the finance, marketing and the overall administration.

## Finance & Admin Officer

### Eugenio Espejo High School | Ecuador | 2008-2011

- Monitored and recorded the school finance.
- Conducted regular meetings to discuss deadlines.
- Successfully trained new members of staff to be able to perform well in all areas of the office administrative duties.



## VOLUNTEER EXPERIENCE

### Student representative

#### University of Manchester | United Kingdom | Sep 2016-Jul 2017

- Presented regular updates of students' concerns and needs to the lecturers and program directors.
- Provided me with the experience and confidence in communicating with postgraduate students and senior university staff members.

### Refugee and asylum seeker support

#### Central United Church | United Kingdom | Oct 2015- Jul 2016

- Successfully used my knowledge of teaching languages to organize the local asylum seeker drop-in centre's English classes & direct English language and cultural activities.
- Greatly increased my awareness of the issues faced by refugees in the UK.

### Teaching Assistant (Street children project)

#### Proyecto Niños de la Calle | Ecuador | Aug -2013

- Successfully used my knowledge of IT to provide the project with new ideas.
- Improved my communication skills and awareness of the issues faced by orphan children.

### Volunteer in care home (Caring for elders project)

#### Hogar de ancianos San Jose del Valle | Ecuador | Jul- 2007

- Duties included providing elders with emotional support through supported activities (either individually or in groups) around common interests.
- Improved my listening skills and awareness of isolation issues faced by elders.

### Teaching Assistant (Supporting children with learning disabilities)

#### FUNAPACE | Ecuador | Feb-Jul 2007

- Assisted the teaching staff and children with the daily duties
- Improved my understanding of learning disabilities

## LANGUAGES

- *Spanish (Native)*
- *English (Advanced)*
- *French (A2 Level)*

## ACCOMPLISHMENTS

*Recipient of a full Postgraduate Scholarship from the Top World Universities program -2016 (Ecuadorian government –Senescyt)*

## INTERESTS



Photography



Hiking & Walking



Community Involvement



Blogging

## REFERENCES

*Available upon request*