

ELENA SARBU

WORKING EXPERIENCE

06/ 2023

-present

Moldova

“American Language Center (ALC)”

English Teacher

Responsibilities:

-Organize and offer English courses and lessons to teenagers and adults;
-Present lessons in a comprehensive manner and use of visual / audio means to facilitate learning; - Provide individualized instruction to each student by promoting interactive learning; - teach English to employees from public institutions (**National Auto Transport Agency, Court of Accounts of Moldova, Technical University of Moldova, etc**)

01/ 2018

-09/ 2021

Moldova

“ORATORICA” Language School

English Teacher

Responsibilities:

-Provide English lessons to teenagers and adults; -Use of multimedia materials and tools for the creation of fun and effective learning games and educational activities;- Planning and preparation of lessons using original teaching materials; -Create a friendly and supportive atmosphere for students

05/ 2015

-01/ 2018

Moldova

TD Consulting Group (NYC WorkTravel)

Program manager / English Teacher

Responsibilities:

-Provide full information about cultural exchange programs for students and other programs regarding work placement in the USA, organize English preparatory trainings for participants concerning interviews with employers and / or USA Embassy, work with documents and contracts

01/ 2013

-05/ 2015

Moldova

“English School of Future”

English Teacher

Responsibilities:

-Provide English lessons to teenagers and adults; -Create and distribute educational content

EDUCATION

2014

Diploma of master higher education:

Translation and English Language Interpretation

Moldova

State Pedagogical University “Ion

Creanga” of Chisinau

2012

Diploma of licentiate higher education:

English and German languages and literatures

Moldova

State Pedagogical University “Ion

Creanga” of Chisinau

2008

Diploma of Bachelor

Moldova

Theoretical Lyceum with Arts Profile “Elena

Alistar”



Date of Birth: 03 July 1990

Place of Birth: Chisinau, Moldova

E-mail: aleny90@gmail.com

Phone Number: +37376978302

PROFILE:

Graduate in education sciences, with more than 10 years of experience in teaching English; curious and dynamic; competent in the field of linguistic research and teaching strategies aimed at promoting students' learning; having excellent interpersonal skills and empathy allowing to easily work with teenagers and adults

COMPETENCES:

-English language teaching methods; -Motivational techniques; -Specialization in English language and culture; -Time management skills; -Attention to details and flexibility; -Skills in the use of new technologies for teaching; -Experience in online and face-to-face teaching; -Excellent work planning and organization skills; -Enthusiasm and preparation; -Strategies and methods of communication

SOFTWARE SKILLS:

- Communication tools (Zoom, Microsoft Teams, Skype)
- Spreadsheets (Excel, Google Sheets); - Word Processing and Desktop Publishing Tools (Microsoft Office Suite, Microsoft Publisher, Google Docs); - Presentation Tools (Google Slides, PowerPoint)

PROJECTS:

- Moldova Higher Education Project (MHEP) initiated by the Ministry of Research and Education and financed by the World Bank (January – December 2025)

FOREIGN LANGUAGES:

ENGLISH C2

ITALIAN B1

ROMANIAN Mother tongue

RUSSIAN Mother tongue