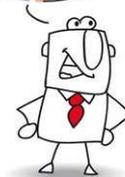




French  
34 years old

# Sophie RUCHON

## English Trainer



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### LANGUAGES

French: Native

English: C1+ (TOEIC Score 970)

### RELATED SKILLS

Developing training materials

Leading training sessions

Determining trainees' needs

Elaborating review materials

Translating documents

Preparing trainees for the TOEIC Exam

### SOFTWARE

English with Sophie (LMS)

Google Hangouts (webcam sessions)

Appear-in (webcam sessions)

Microsoft Office (Word, Excel)

Adobe (Pdf reader)

Anki (application)

### RESOURCES USED

Toeic New edition (June 2018)

Assimil Method (Business English – C1)

Le Bled Anglais

Oxford Bookworms Library

Black Cat readers

Onthemedia Podcasts

ESL

## WORK EXPERIENCE

### English Trainer - Since October 2016

Working in collaboration with Business Speaking (Paris), Propuls'Up (Drancy), Master Formation (Paris), Philiance (Evry), Fluency Institute (Rosny).

Personalized instruction is given face-to-face at the training center's offices or at the student's home; and by webcam or phone sessions.

- Evaluation of the trainees
- Determination of the trainees' needs and objectives
- Class preparation
- Individual guidance
- Preparation for the Exams (Toeic, Bright, English 360°, Pipplet)
- Progress report

### Administrative Assistant – Cuisine Perse: May 2014 – June 2015

- Invoice processing and billing (Suppliers and Customers)
- Order tracking (creation of purchase orders, delivery orders)
- Payment tracking
- Administrative support

### Administrative Assistant – Feedback: October 2008 – October 2013

- Managing and prioritizing collaborators' schedules
- Maintaining and updating dashboards
- Database management
- Personnel management for individual contractors (Mission files, payroll)
- Drafting and validation of specifications

### English Tutor – Complétude: October 2006 – June 2008

- Planning, preparing, and delivering lessons
- Preparing teaching materials
- Checking and assessing pupils' work and progress

## EDUCATION

2008 **Bachelors of Foreign Languages:** English and Chinese – *University of Paris X Nanterre*

## CERTIFICATES

2021 **TOEIC : Score 970** – (ETS GLOBAL-Online)

2016 **Bilingual Executive Assistant Certification** – *Prépavenir (Franconville)*

## INTERESTS

Reading  
Space Exploration  
Board games

Traveling  
Voluntary work (animal protection)  
Tai-chi-chuan (Martial Arts)