

ANUJ SODHA

Tel: +61 (0) 416 626 521
Email: anujsodha@yahoo.com



Professional Summary

I am an MBA Level professional educated in the UK, USA and Australia. I have been working in various roles within the education sector for 14+ years, ranging from school-based projects, through to projects within the Early Childhood Division and State Schools Operations Division at Queensland's Education Department. I am a native English speaking IELTS certified individual who is highly motivated and passionate to teach English to others and seek an entry-level ESL teaching position. I am dedicated to creating engaging student-centred learning environments that foster confidence, language development and cultural exchange.

Education

International TESOL Diploma (2026)

Graduate Diploma of Management: GPA 5.33 - Central Queensland University, Brisbane, Australia **(2009)**

Master of Business Administration (MBA): GPA 6.50 - James Cook University, Brisbane, Australia **(2008)**

- 3 Bursary awards for high distinctions.

Bachelor of Arts (Hons) International Business: 2:1 - University of Teesside, Middlesbrough, UK **(2005)**

- Awarded the **Petroplus Refining Teesside Prize** for outstanding performance
- Year 3 Exchange Program at University of South Carolina, Columbia, SC, USA

Teaching Experience (Other work experience available on request)

Self-Employed ESL Volunteer Teacher – April 2020 – till present

- Teaching English to foreign children and children whose first language is not English
- Focusing on four key language skills: Listening, Speaking, Reading & Writing
- Ensuring language proficiency and confidence
- Develop age-appropriate activities to improve vocabulary

Holy Spirit Catholic College (Cooktown, N. Queensland) – Project Officer – October 2020 to December 2020

- Worked with teaching staff to compile the specialised curriculum for the Aboriginal and Torres Strait Islander students
- Accessing and operating office equipment, administrative and technical databases, processing information and preparing associated reports and spreadsheets, including incident-based returns and reports
- Created flow charts and process maps to streamline and synchronise the policies and procedures for all three school campuses in Cooktown and Cairns

Skills

- Lesson planning and creating customised learning plans
- Classroom management to maintain a positive and productive learning environment
- Flexible teaching style including tailoring teaching methods to meet diverse learning needs and abilities
- Strong and adaptable communication and interpersonal skills
- Branches of language knowledge such as literature, sociolinguistics and cross-cultural understanding