



# Candice Herne


TESOL-CERTIFIED ENGLISH LANGUAGE EDUCATOR



## CONTACT

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## SKILLS

- TESOL methodologies (adult learning, communicative approach)
- Business English instruction (meetings, email writing, presentations, negotiation)
- Curriculum & lesson plan design (student-centred, outcomes-based)
- Business English for real workplace contexts
- Assessment, feedback & progress tracking
- Business development & partnerships
- Stakeholder management (clients, suppliers, collaborators)
- Professional writing (reports, summaries, academic-style writing)
- Business documentation (follow-up emails, meeting notes, action logs)
- Writing / content creation
- Online teaching platforms: Zoom, Microsoft Teams, VooV Meeting (China video conferencing)
- Lesson/content design: Power Point
- AI research & development productivity tools: ChatGPT

## PROFILE

I'm a 55-year-old TESOL Australia-certified Business English teacher and MBA student based in Australia, seeking part-time, in-class teaching roles overseas. I bring strong classroom confidence built from real-world leadership: I founded and grew Western Avenue Floral Design from scratch while raising my children—managing clients, marketing, supplier coordination, logistics, and small teams across 11+ years.

I now teach Executive Business English online to China-based supply chain executives, designing practical, student-centred lessons that improve communication in meetings, emails, reporting, and negotiations. Having travelled through Africa, Egypt, Asia, Spain, and Europe, I bring cross-cultural awareness, adaptability, and genuine interest in cultural exchange. My maturity is a professional strength—reliable, calm under pressure, and committed—qualities that help adult learners feel supported while achieving their goals.

## EDUCATION

**Master of Business Administration (MBA)** (*In progress; expected completion Feb 2027*) Online - Torrens University Australia

**COR109 Communication and Thought — Distinction (Unit GPA 6.0/7.0)**, University of the Sunshine Coast, *Completed: 2013*

**International TESOL Certificate**, certified to teach English as a Second Language (Online & In-Person), TESOL Australia

**Diploma of Business Administration**, Southbank Institute of Tafe, Australia

**Visual Arts Education** in painting, life drawing, ceramics, installation, and photography, Brisbane Institute of Art, Australia

**Jazz Vocal**, Spring Jazz Clinic, Jazz Music Institute, Australia

## EXPERIENCE

**Executive Business English Coach (Online — China-based clients)**  
**Dan Han, Study Tour Australia, TESOL Australia, 2025–Present**

- Provide executive-level Business English coaching focused on high-stakes communication with international stakeholders.
- Develop customised programs for confident speaking, clear email, report writing, and professional meeting communication.
- Coach learners on cross-cultural clarity (directness, tone, expectations) to reduce misunderstandings in global work settings.
- Track progress using lesson notes, summaries, evaluation reports, and skills focus areas,

**Founder & CEO — Western Avenue Floral Design | Jul 2014–Nov 2025**

- Founded and scaled a wedding floral business from initial offerings to full-service wedding delivery and client management.
- Led business strategy across pricing, packages, systems, and operations to support higher-value projects.
- Owned brand and marketing across digital channels; executed campaigns and collaborations to grow reach and enquiries.
- Built corporate and vendor partnerships to generate recurring work and strengthen positioning.
- Delivered end-to-end event production (briefs, timelines, logistics, on-site setup, issue resolution); completed 300+ weddings/events and led assistants/contractors to meet quality and deadline requirements.