

CLARE EDWARDS

Executive Business English Coach | Corporate Communication Specialist

International TESOL Diploma · International IELTS Teaching Certificate · Advanced Certificate in Business English



PROFESSIONAL PROFILE

An accomplished Business English Coach and Corporate Communication Specialist, combining over 15 years of senior leadership in global corporations with formal English language teaching qualifications, I bring a rare credibility having lived the corporate world, managing teams at SAP, XO Communications and McGraw Hill across the UK, USA and Europe. I am formally trained to teach the language of business to non-native English speaking professionals. My coaching and facilitation are grounded in neuroscience, delivering measurable improvements in spoken fluency, professional writing, presentation skills and cross-cultural communication.

ENGLISH LANGUAGE TEACHING QUALIFICATIONS & LANGUAGES SPOKEN

International TESOL Diploma	Teaching English to Speakers of Other Languages – advanced qualification
Advanced Certificate in Business English	Specialist focus on professional and corporate English communication
International IELTS Teaching Certificate	Specialist preparation coaching for the International English Language Testing System
Cert IV Training & Assessment	TAE40110 incl. Language, Literacy & Numeracy
Languages spoken	Dutch – fluent, French – good, German, Spanish & Italian - basic

SENIOR BUSINESS BACKGROUND

Authentic business credibility underpins every coaching engagement:

1996–1999 Customer Marketing Manager SAP UK Ltd	1999–2001 Head of Corporate Development XO Communications	1989–1996 Support Services Manager Datapro/McGraw Hill - EMEA	1980–1989 Hotel Front of House Manager Crest - UK, NL, CH
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WHAT I OFFER BUSINESS ENGLISH CLIENTS

- ▶ 1-to-1 Business English coaching for professionals
- ▶ Corporate email, report and proposal writing
- ▶ Presentation and public speaking in English
- ▶ IELTS test preparation with specialist coaching
- ▶ Cross-cultural communication for international teams
- ▶ Interview preparation and professional vocabulary
- ▶ Neuroscience-informed learning for lasting fluency
- ▶ Coaching delivered online to clients globally

PEOPLE DEVELOPMENT & FACILITATION BACKGROUND & VOLUNTEER EXPERIENCE

2005 – Present **Principal - BrainSmart People Development and Results in English**

- ▶ Professional speaker, facilitator, trainer and coach for corporate and government clients
- ▶ Train and coach in communication, confidence and presenting with gravitas
- ▶ Published author on the power of storytelling in business and communication
- ▶ Launched 'Results in English' – Executive Business English Coaching
- ▶ Volunteer English Tutor with TAFE NSW Adult Migrant English Program (AMEP)

ADDITIONAL QUALIFICATIONS & ACCREDITATIONS

- ▶ Advanced Diploma, Neuroscience of Leadership
- ▶ Postgraduate Diploma in Management Studies (Distinction) — University of West London
- ▶ Team and individual profiling tool practitioner
- ▶ NLP Master Practitioner & Master Results Coach
- ▶ Fellow, Institute of Managers and Leaders ANZ