
LAURA ANDREA LEIVA

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SKILLS

- Technology Integration
- Problem-solving skills
- Group leadership
- Filing and data archiving
- Time Management
- Administrative Duties
- Group and individual instruction
- Organizational ability
- Team Collaboration
- Administrative support
- Verbal and Written Communication
- Bilingual in Spanish and English

PROFESSIONAL SUMMARY

Organized bilingual candidate successful at managing multiple priorities with a positive attitude.

Willingness to take on added responsibilities to meet team goals.

Hardworking and passionate with strong organizational skills eager to secure administrative positions.

Ready to help team achieve company goals.

Equipped with strong problem-solving abilities, willingness to learn, and excellent communication skills.

Ready to tackle new challenges and advance organizational objectives with dedication and enthusiasm.

WORK HISTORY

Remote English Teacher, 01/2024 - Current

Plan Ceibal – Argentina, Argentina (Remote)

- Company Overview: British Council
- British Council
- Enhanced student comprehension by incorporating visual aids and hands-on activities in lessons.
- Increased student motivation by providing timely feedback and recognizing individual achievements.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Participated in professional development opportunities to stay up-to-date on teaching best practices and enhance educator skills.
- Differentiated instruction to accommodate diverse learner needs, ensuring all students had equal access to education opportunities.
- Improved classroom management by implementing consistent routines and clear expectations for behavior.

- Assessed student progress and provided feedback to improve performance and establish academic success.

Professional Makeup Artist, 01/2007 - Current

Freelancer – Argentina

- Applied makeup in accordance with clothing style.
- Enhanced client satisfaction by providing personalized makeup consultations and product recommendations.
- Kept up-to-date with style industry standards, trends, and techniques to provide optimal aesthetics services to every client.
- Taught makeup classes, helping students gain in-depth knowledge of various products and uses.
- Used cosmetic techniques and processes to beautify face and body in traditional or mobile settings.
- Consistently met tight deadlines without sacrificing quality or client satisfaction on various projects.
- Continuously improved skills through participation in ongoing training sessions, workshops, seminars, and trade shows related to the beauty industry.
- Professionally applied makeup to clients for productions and performances.
- Stayed current with industry trends to ensure the delivery of cutting-edge makeup services.

Head of English Department, 01/2015 - 02/2024

Colegio San Carlos Borromeo – Tucumán, Argentina

- Evaluated performance continuously to identify areas in need of improvement and implement strategies to keep team on-track.
- Reduced teacher turnover rate through effective mentorship, professional development opportunities, and support systems.
- Managed efficient workflows by creating effective schedules and delegating work based on personnel strengths and knowledge.
- Collaborated with department personnel to coordinate multifaceted solutions to emerging problems.
- Established a positive learning environment by promoting respect, diversity, and inclusivity within the classroom.

English Teacher, 06/2013 - 02/2024

Escuela Municipal Alfonsina Storni – Tucumán, Argentina

- Enhanced student comprehension by incorporating visual aids and hands-on activities in lessons.
- Developed innovative lesson plans to engage students in English language learning.
- Increased student motivation by providing timely feedback and recognizing individual achievements.
- Participated in professional development opportunities to stay up-to-date on teaching best practices and enhance educator skills.
- Prepared and implemented lesson plans covering required course topics.
- Designed and implemented assessments to measure student progress in English language learning.

- Created and implemented activities to foster critical thinking skills of students.
- Designed and facilitated group projects to foster teamwork and problem-solving skills.

Head of English Department, English Teacher, 01/2013 - 02/2024

Colegio Nuestra Señora de Fátima – Tucumán, Argentina

- Collaborated with department personnel to coordinate multifaceted solutions to emerging problems.
- Revised course offerings to better align with college readiness standards and evolving educational trends.
- Promoted a culture of excellence within the department through high expectations for both students and faculty members alike.
- Spearheaded initiatives aimed at improving literacy rates across grade levels within the school district.
- Improved department operations by capturing numerous opportunities to streamline processes and reduce waste.
- Implemented data-driven instructional strategies to address achievement gaps among different student groups.
- Collaborated with colleagues to develop interdisciplinary units that connected English literature with other subjects.
- Developed a comprehensive assessment system to track student progress and provide feedback for improvement.

Primary School English Teacher, 03/2014 - 10/2018

Colegio San Carlos – Tucumán, Argentina

- Managed classroom behavior effectively, utilizing redirection strategies and collaborating with support staff as needed.
- Supported English language learners by incorporating visual aids and differentiated instruction techniques into lessons.
- Contributed to school-wide professional development initiatives, sharing best practices for teaching English at the primary level.
- Collaborated with colleagues to develop interdisciplinary units, enriching students' understanding of English within a broader context.
- Reduced classroom disruptions by establishing clear expectations and consistent routines, fostering a productive learning environment.
- Utilized multimedia resources such as videos, audio recordings, and online tools to supplement traditional teaching methods and capture students' interest in English content.
- Assessed student progress regularly, adapting instruction to meet individual needs and promote growth.
- Boosted student confidence and participation through the use of positive reinforcement strategies.
- Communicated effectively with parents and guardians regarding student progress, addressing concerns proactively to foster positive relationships.
- Developed innovative lesson plans to engage students in English language learning.

- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.

Store Manager, 01/2011 - 06/2011

Clothes Store (family Owned) – Tucumán, Argentina

- Managed inventory control, cash control, and store opening and closing procedures.
- Managed daily operations to ensure smooth functioning of the store, maintaining a clean, safe environment for customers and employees.
- Addressed customer complaints promptly and professionally, resolving issues to maintain positive relationships with clientele.
- Coached sales associates in product specifications, sales incentives, and selling techniques, significantly increasing customer satisfaction ratings.
- Maximized sales and minimized shrinkage through excellent customer service and adherence to standard practices.
- Fostered a positive work environment by cultivating strong relationships between team members through team-building activities and consistent recognition of individual achievements.
- Rotated merchandise and displays to feature new products and promotions.
- Developed strategies for attracting new customers by analyzing demographic data and conducting targeted marketing initiatives.
- Managed financial aspects of store operations, including budget planning, expense tracking, and accurate record-keeping to maintain fiscal responsibility.
- Collaborated with other managers to develop company-wide initiatives aimed at improving overall performance across all locations.
- Supervised guests at front counter, answering questions regarding products.
- Managed inventory levels to minimize waste and ensure product availability, supporting customer satisfaction and sales efficiency.

EDUCATION

Bachelor's Degree: Teaching English As A Second Language, Expected in 11/2025

UNSE - Santiago Del Estero, Argentina

No Degree: Makeup Artistry, 11/2024

Tessa Mua Studio - Caballito, Argentina

No Degree: Cosmetic Science, 12/2021

CEFOESCO - San Miguel De Tucumán, Argentina

English Language Teacher: English Education, 12/2012

Instituto De Enseñanza Superior Lola Mora - Tucumán, Argentina

No Degree: Dubbing, 12/2012
Universidad Tecnológica Nacional - Chaco, Argentina

High School Diploma: 12/2008
Colegio Santa Catalina - Tucumán, Argentina

LANGUAGES

Spanish: Native language
Inglés: C2
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Proficient

PERSONAL INFORMATION

- Place of Birth: San Miguel de Tucumán
- Date of Birth: 01/10/91
- Marital Status: Single