

# DAMION WAYNE BRAITHWAITE

(Official representative of the **British Government** in Changsha)

**Telephone:** 0086 18674877891 (China)

**Email:** [dbraithwaite@postmaster.co.uk](mailto:dbraithwaite@postmaster.co.uk)

46 CLARGES STREET

BULWELL

NOTTINGHAM

NG6 9JF (UK)

QQ: 2261943234

<http://damion-braithwaite.yolasite.com/>

WEIXIN: DBRAITHWAITE

## Key achievements

- Successfully planned and implemented a high profile rail commuter project. My final report influenced the UK Government how the rail network should be re-organised (which was acknowledged by the Minister for Transport). I received an industry award.  
*Rail Passengers Committee for SE (UK)*
- Developed and ran IELTS, TOEFL and study abroad courses as well as designed a unique teaching approach that incorporated Multiple Intelligence (MI) methodology.  
*International Institute of Education (China)*
- Set up/moderate Changsha's biggest [online expat forum](#) (now also for Chengdu, Wuhan and Chongqing) and created [www.when-in-china.com](http://www.when-in-china.com) and [www.whatsnewchina.com](http://www.whatsnewchina.com).  
*(in my free time)*
- Directed UK summer schools, creating educational and operational processes, overseeing student welfare and arranging and leading excursions for over 80 students.  
*ELAC Study Vacations (UK)*
- Created a high profile Car Park project surveying over 70 rail stations which rail operators then added to their car park investment strategies.  
*Rail Passengers Council (UK)*
- Conducted a survey of 3000 rail commuters on local service quality in which dozens of media sources ran stories on. Car park spending was increased by rail operators.  
*Rail Passengers Council (UK)*
- Foreign Teacher Head of Department & Coordinator at one of China's top high schools  
*Yali High School (China)*

## Employment *(since May 2013, I have been Consular Warden for the British Embassy in Changsha)*

### Foreign Teacher Dept Head & Coordinator

**2015** (Sep – ongoing)

*Currently employed at Yali High School, Laodong Xilu, Changsha. CHINA.*

- Responsible for timetabling, staff work day coordination and the wellbeing of all teachers. Interaction and team building with the department, all teaching and extra-curricular goals are achieved. Planning events, overseeing student-orientated initiatives and creating syllabuses.

### EFL Teacher (Oxford University)

**2019 – 2019** (July-August)

*Hertford College, Cattle Street, Oxford, OX1 3BW*

### General Manager (Academic)

**2013 – 2014** (Aug – Jul)

*International Institute of Education (i2), 22<sup>nd</sup> Floor, PingHeTang Business Building, Wuyi Plaza, Changsha, 410000, CHINA.*

- Varied: recruitment, interviews and selection of foreign and Chinese staff; created numerous internal systems (language levels, course outlines, demo procedures, teacher training sessions, teaching theory sessions); ran team building activities; quality control (observations, feedback, advice); led public speaking (Hunan Library) and student activities to attract more students to i2.

### Course Director (Summer School)

**2011 & 2012** (July-August)

*ELAC Study Vacations (Nottingham Centre), The Old Bakery, Jews Lane, Lansdown Road, Bath, BA2 3DG. UK. [info@elac.co.uk](mailto:info@elac.co.uk)*

- Successfully ran a summer school for the Italian Tennis Federation (FIT) overseeing the welfare, educational standards and operational procedures for over 80 students, a large delegation of FIT staff and two ESL teachers.

## Computing/Study Skills/Speaking Teacher **2006 – 2013 (& 2014-2015)**

Mainly at First High School of Changsha, International Dept, 53 Qingshuitang road, Changsha, CHINA.

- Among my student teaching was winning the highest award that any foreign expert can achieve in Xinjiang province as well as organising major student charity events.

## Interim Project Co-ordinator **c£27,500pa** **2005** 25 Jul – 14 Oct

Rail Passengers Council (14 Pentonville Road, London, N1 9HF, UK) – RPC now renamed 'Passenger Focus'  
TEL: 08453 022 022 - [www.passengerfocus.org.uk](http://www.passengerfocus.org.uk)

- Project management, stakeholder liaisons, financial administration and strategic planning. This role was similar to my Stakeholder Relations role (see below).

## Stakeholder Relations Manager **c£20,000pa** **2004** 1 Apr – 24 Jul **2005**

Rail Passengers Committee Southern England (3<sup>rd</sup> Floor, Centric House, 390-391 Strand, London, WC2R 0LT, UK) – organisation has since been merged into the Rail Passengers Council (see above)

- Maintained regular contact with rail operators, commuters and the media on events and created press releases. I met with rail department heads to resolve issues/complaints. I won compensation for rail users and influenced rail operator strategies.

## Project Manager **c£22,000pa** **2003** 17 Nov – Mar 31 **2004**

Rail Passengers Committee Southern England (postal address as above)

- Promoted to specifically manage the high profile 'Commuters Diary' Project over a 6-month period. Designed, planned and implemented the project on time and within budget. Managed every aspect of the project, gave media interviews and created excel graphs and tables. Rail companies reassessed spending priorities based on my report.

## Administrative Support **2001** 19 Nov – 16 Nov **2003**

Rail Passengers Committee Southern England (postal address as above)

- Managed rail appeal complaints using an open dialogue with train company managers, as well as maintained high level of communication with rail users.

## Parliamentary Research Assistant **2000** (2 – 27 Jul)

House of Commons (Houses of Parliament), London, SW1A 0AA (London)

- Researched topics as requested and compiled reports for use in Parliamentary debates.

---

## Education - Secondary education was at the Henry Mellish School, Nottingham, NG6 0ND, UK (1989-94)

- **PRINCE2 (Foundation)** (PASS) **2014** (May)  
APMG-International, Sword House, Totteridge Road, High Wycombe,, UK, HP13 6DG.  
<http://www.apmg-international.com/>
- **Trinity TESOL** (B+ coursework, B+ teaching, 'A' (95%) in exam) **2005** (Nov)  
Windsor Schools Ltd, 21 Osborne Road, Windsor, SL4 3EG, UK. [www.windsorschools.co.uk](http://www.windsorschools.co.uk)
- **BA (Honours)** Management - 2:1, University of Lincoln **2001** (Jun)  
University of Lincolnshire & Humberside, Brayford Pool, Lincoln, LN6 7TS, UK.  
[www.lincoln.ac.uk](http://www.lincoln.ac.uk)
- **GNVQ/BTEC** Business Advanced (Merit) **1997** (Jun)  
Basford Hall College of Further Education, Stockhill Lane, Nottingham, NG6 0NB, UK.

---

## Professional Training

- ipad use for learning – Trained in latest management techniques – May 2014
- IELTS & TOEFL delivery - Outline of these exams and how to deliver them – April 2014
- Modern teaching theory - Trained in Communicative Approach and PPP – April 2014
- Project Management – Trained in latest management techniques – Nov 2004
- Health & Safety – 'DSE for assessors' and 'H&S Awareness' – Oct 2004
- Media Training – focus on television interviews – Nov 2003
- Intermediate MS Excel (& Word) – spreadsheets and formulas – Oct 2003 (& Mar 2003)
- Minutes & Agenda Writing – innovative 'spider-gram' techniques – Mar 2003
- Railway Knowledge – railway structure and industry interrelationships – Oct 2002
- Effective Business Letters & Emails – effective use of language – Sep 2002
- Understanding causation data/compensation – industry systems – Jun 2002

- Royal Air Force - flew (aerobatics) as a cadet getting an initial gliding certificate

---

## Interests

- Hiking – I love hiking. I walked the West Highland Way and really enjoy mountaineering
  - YHA – Managed Cockermouth Youth Hostel in April 2004. I love to be near to nature.
  - Radio – at University I handled my own radio show reaching an audience of 50,000
  - Philosophy – I attended a 'CityLit' (London) course exploring philosophers' theories in 2004
  - Languages - I am fluent in Spanish and have a basic knowledge of Russian and Mandarin
  - Web design – A basic knowledge of website construction and PDF file conversion
  - RAF and flying - I used to fly frequently and still hold a love of aviation (I have a gliding license)
  - China - I now have a fondness for all things Chinese (and my wife is Chinese)
- 

## References

*(I have references which are all available on request)*