



## Tessa Toomsalu

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**Date of birth:** 10/01/1999 | **Place of birth:** Rakvere, Estonia | **Nationality:** Estonian |

**Gender:** Female | **Phone:** (+372) 56246450 (Mobile) | **Email address:**

[tessa.toomsalu@gmail.com](mailto:tessa.toomsalu@gmail.com) | **Address:** Tartu, Estonia (Home)

### ● WORK EXPERIENCE

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15/09/2025 - CURRENT - ALATSKIVI, ESTONIA

#### **ENGLISH TEACHER** JUHAN LIIVI NIM. ALATSKIVI KOOL

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- Designing lesson plans aligned with curriculum standards
- Preparing teaching materials (handouts, exercises, multimedia content)
- Adapting lessons for different student abilities and learning styles
- Setting learning objectives and assessment criteria
- Delivering lessons on reading, writing, grammar, speaking, and listening
- Encouraging classroom participation and discussion
- Maintaining student records, attendance, and reports

01/01/2024 - 07/01/2025 - TARTU, ESTONIA

#### **EYEWEAR SALESPERSON** OPTILAND EESTI OÜ

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- Helping customers choose suitable **frames and lenses** based on face shape, style preferences and lifestyle (e.g. sports, screen use)
- Explaining different lens types (single vision, progressive, blue light, etc.)
- Advising on lens coatings and features
- Taking measurements such as Pupillary distance (PD)
- Frame fitting adjustments
- Entering prescription details into the system
- Ordering lenses and frames
- Keeping records of customer purchases and prescriptions

10/2021 - 10/2023 - TARTU, ESTONIA

#### **JUNIOR TRANSLATOR** LUISA TRANSLATION AGENCY

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- Translating documents, articles, reports, websites, or literature from Estonian to English (or vice versa).
- Ensuring that the meaning, tone, and style remain faithful to the original
- Localizing content to suit the cultural context of the target audience
- Editing and revising translations for accuracy and readability
- Conducting research to understand subject-specific terminology (technical, legal, medical, or business)
- Proofreading translations for grammar, spelling, and formatting errors
- Checking that translations meet client or project standards

05/2021 - 08/2021 - TARTU, ESTONIA

#### **WAITRESS** THE IRISH EMBASSY PUB

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- Answering questions about dishes, ingredients, or dietary requirements
- Taking accurate food and drink orders
- Setting and clearing tables
- Cleaning dining areas, chairs, and service stations
- Coordinating with kitchen staff, bartenders, and fellow servers
- Reporting customer requests, complaints, or special needs to management or chefs

05/2015 - 06/2019 - PEIPSIÄÄRE VALD, PUSI KÜLA, ESTONIA

### **ADMINISTRATOR WILLIPU GUESTHOUSE**

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- Checking guests in and out, managing reservations
- Addressing guest complaints or special requests
- Changing bed linens, vacuuming, dusting, and cleaning bathrooms
- Cleaning lobbies, hallways, dining areas, and other public spaces

### ● **EDUCATION & TRAINING**

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01/09/2025 - Current - TARTU, ESTONIA

#### **MASTER'S DEGREE IN FOREIGN LANGUAGE TEACHING- UNIVERSITY OF TARTU**

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**Field(s) of study:**Teacher training with subject specialisation

08/2018 - 06/2022 - TARTU, ESTONIA

#### **BACHELOR'S DEGREE IN ENGLISH LANGUAGE AND LITERATURE - UNIVERSITY OF TARTU**

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**Field(s) of study:**Literature and linguistics

31/08/2010 - 06/2018 - ALATSKIVI, ESTONIA

#### **SECONDARY EDUCATION- JUHAN LIIVI ALATSKIVI SECONDARY SCHOOL**

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31/08/2006 - 30/08/2010 - RAKVERE, ESTONIA

#### **BASIC EDUCATION- RAKVERE GYMNASIUM**

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### ● **LANGUAGE SKILLS**

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Mother tongue(s): **ESTONIAN**

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	<b>UNDERSTANDING</b>		<b>SPEAKING</b>		<b>WRITING</b>
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C1	C1	C2
<b>RUSSIAN</b>	A2	A2	A2	A2	A1

### ● **SKILLS**

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Microsoft Word | Microsoft Excel | Power Point | Facebook | Microsoft Office | Social Media | Google Drive | Zoom | Google Docs | Skype