

PERSONAL INFORMATION

Nadia Polidano Pendergardens Blk 16, Apt 1643, Triq Ivo Muscat Azzopardi, St Julians 00356 21445540  00356 99885171 nadpol928@gmail.com

WORK EXPERIENCE

- | | |
|--------------|--|
| Present | Teacher St Clare/St Ignatius College
Hairdressing and Beauty |
| 2014 - 2018 | LSE2 – St Clare's Primary - Gzira |
| 2016 | Supervisor – Eden Leisure Summer Club
Summer Job taking care of the summer club staff and children |
| 2014–2015 | Clerk – St. Albert the Great College
All related office work |
| 2010–2014 | HR Administrator & Payroll
All related HR matters |
| 2001–Present | Beauty Therapist/Diet and Nutrition Consultant/Masseuse
Working on part time basis as a beauty therapist, electrologist, sport and relaxing masseuse, diet and nutrition consultant |
| 2009–2014 | HR & Payroll Administrator
Attard Bros. Co. Ltd., Ta Qali

Started as an accounts clerk and was promoted to Payroll Administrator. Was responsible for stock inventories, payroll, debt collection, petty cash |
| 1998–2002 | Personal Assistant
Randolph Camilleri Survey Ltd., Pieta |

EDUCATION AND TRAINING

LEVEL 6/7 Prep Course for MTL**LEVEL 6 QUALIFICATIONS**

Student Engagement and Learning Strategies

A LEVELS / DIPLOMAS – Level 4/5

30 week Higher certificate in Inclusive Education
20 week Higher certificate in Inclusive Education
10 week Supporting Students with Individual Educational Needs
HR Management
Third Level Typewriting
Beauty Specialist
Anatomy Physiology & Body Massage
Electrology
Diet & Nutrition for Complimentary Therapists
Sports Massage

'O' Levels

Maltese
English Language
Mathematics
ECDL v.4
Spanish
Italian
Religious Studies
Home Economics
Typewriting Level 2

Courses Attended

Erasmus Project – Greece May 2019
First Aid including (including epi pen, sugar test and inhaler use & AED operator)
Food Handling
Business English & Administration
Basic & Advanced Payroll
Indian Head Massage
Make-up
Football Referee
Sign Language

PERSONAL SKILLS

Mother tongue(s) Maltese

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C1	C1	C1	B2	B2
Spanish	B1	B1	A2	A2	B1
French	B2	A2	A1	A1	A1
English	C2	C2	C2	C2	C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](http://www.cedefop.europa.eu/en/files/quest_doc/CEFR.pdf)

Organisational / managerial skills Good communication
 Organising activities
 Punctual & responsible

Computer skills Good command of Word, Excel, Internet, Power Point and Wages Software