

03/09/1997



## ABOUT ME

A highly motivated and efficient professional, with proven experience as an Educator. Recognised for exceptional work ethic, and the ability to adapt to ever changing priorities whilst maintaining a high standard of work and attention to detail. Thrives in sociable and interactive environments, resourceful and able to network and build relationships effectively with a wide variety of stakeholders.



## PROFESSIONAL EXPERIENCE

**Sep-2022 – June 2023 English Language Assistant– Meddeas Colegio Arenales**

**Sep- 2020 – June 2022 English Lanuage Assistant- British Council Colegio El Enebral.**

For the past three years I have been an English Language assistant in Madrid. No feeling compares to the joy you receive knowing your work had made a positive impact to help/helped make an individual gain skills, learn grow and move towards independence.

- Transform language through teaching.
- Gained two TEFL certificates
- Became a personal tutor to 15 families, building my own network, website and learning hub.
- Organising and managing lessons for students.
- Trained in Cambridge Exams, preparing and evaluating.
- A positive role model for Students, offering support and encouragement.

**June 2020-2021- Locations Assistant/ Covid Supervisor – Netflix Production**

During the long summer after teaching I work back in London with previous companies I have experience with and great relationships with.

For three months I worked on set for Netflix production company (Lockwood). Production though out the Covid period was more complex and issued for further regulations.

As a location assistant and covid supervisor, I was responsible for:

- Health and Safety teaching alongside PPE ordering and Pos.
- Weekly mover reports (new starters, leavers, internal moves, long term leave)
- Registration and temperature checks
- Administration, Creative problem Solving, Time keeping and Management
- Organization and Relationship building.

**June- 2021-2022- Part time- Recruitment consultant (360 )-X4 Group**

- Overview: At X4 Group I worked as a recruitment consultant (360), I worked with various software-based companies on hiring strategies and needs as well as offer insight into the current market, this insight is offered through competitor analysis, current salary ranges being offered and industry breakdowns.
- Responsibilities: Client Management, Contract Negotiation, Relationship Building/Retention, Business Development, Team Building, KPIs and Marketing.

**June 2021 – 2022 Part time- Administrative Receptionist –Pulse (Sales Agency)**

My main responsibilities included client care and wellbeing. Booking systems, answering emails and phone calls with great customer support service. I had strong phone contact, handling skills and active listening. During my three months experience here I showed huge resilience and organization skills.

**Additional Work experience and Volunteering- 2014-2023.**

- **Private English Tutor 2020/23**
- **Admin Assistant Chase Farm Hospital- 2019/20**
- **Volunteering ‘Help Refugees’- In Calais 2019**
- **Volunteering with Abigail Housing, Refugee house champion.**
- **TA and Supervisor, Alexandra Park School and Coldfall Primary school.**
- **Drama and Theatre Teacher at Razzamataz Theatre School Leeds.**
- **Waitress/ Barmaid- The Pig and Butcher/ Tufnell Park Tavern / 2016-2019**
- **Runner, First option Studio -2016-2017**
- **Receptionist at Gloss Hair and Beauty 2014-2016**



MADRID



## QUALIFICATIONS

2017– 2020

BA Honours: Philosophy, Ethics and Religion

1<sup>st</sup> First Class Honours

A Levels: English Lit/Lang- A , Film Studies B, Drama-B

B1 Spanish

## INTERESTS



## REFERENCES

Available upon request.