

Melissa

English, French and Russian speaking
Administrator,
Personal Assistant and Family Organizer



Personal information

British. Dual citizenship - British and Irish (EU)

Year of birth: 1971

No bad habits

Lives in Canterbury, Kent

I presently work part-time as a customer services administrator for a global educational organisation with an office in Canterbury, Kent, UK. I also work part-time as a private tutor/administrative assistant for a Russian-speaking family who live locally.

Prior to having trained and worked as an English language teacher, I worked as a European researcher for an international commercial property company.

I have good Russian and French language skills as well as experience of teaching English language to students of all ages and abilities, from very young children to adult learners. I also have experience of having taught French within job roles.

Flexible, adaptable, kind, patient and intuitive with excellent communication and organisation skills, I enjoy having a good rapport with people and I embrace variety and challenges in my daily life.

Education

- European Computer Driving License, IT Skills, Level 2, Canterbury College, 2019/2020
- Certificate in TESOL, Colchester Institute, Trinity College, London, 2002
- M.Sc. in European Property Development and Planning, University College, London, 1998
- B.A. (Hons.) History Of Art, Design And Film Studies, University of Sheffield Hallam, 1994
- R.S.A. Stage I and II Typing, Word Processing and Text Processing, 1995
- The Institute of Linguists Intermediate Certificate in French, 1993

Work experience

Test Centre Administrator

October 2024 to Present Day

Pearson Vue, Canterbury, Kent

I work as a Test Centre Administrator for Pearsons Canterbury. This involves assisting candidates with checking in, advising them regarding technical aspects and answering any queries that they have regarding their upcoming assessment as well as setting them up at a workstation in order to undertake their assessment. The job involves working as part of a team and supporting other team members with the role as and when required.

English and French Tutor, Family organiser/Admin Canterbury, Kent

October 2020 to Present Day

I am presently working online as an English and French teacher to an international family who were living locally until very recently. I teach the mother of the family English (part of that teaching involved pronunciation work such as drilling and repetition in order to emulate a British accent) and the youngest child of the family (aged 5) English and French languages.

Admin duties include having interviewed candidates for job positions within the family, appointment making, information gathering and household management, as requested by the father of the family. The family's first language is Russian.

English Teacher in Canterbury, Kent

March 2015 to Oct 2025

Chaucer College Canterbury
(Mornings)

My most recent work was at Chaucer College Canterbury. However between March 2015 and the present day I have also undertaken other short-term seasonal teaching contracts at other language organisations in Canterbury including St Peter's School of English and English In Action, which has involved teaching short courses abroad.

- I teach English language skills to different age groups including children, teenagers and adult learners. This involves assessing and improving the learners language abilities. I work in a team with other teachers. I have to maintain business at the schools through delivering high standards of teaching.
- In addition to the teaching, strong administrative skills are necessary in order to organise significant amounts of lesson paperwork and I.T. skills required include Word for writing and presenting lesson plans as well as PowerPoint for creating presentations for lessons.

Nanny/Tutor Moscow, Russia

July 2018 to April 2019

- I worked for a family with two children, a girl aged six and a boy aged one.
- I taught the children English and French, as well as looking after the daily needs of the six year old girl. I also taught the mother of the family English and French.

Governess/Tutor Ivanovo, Russia

October 2017 to December 2017

- I completed a three month contract for a family with three children, a boy aged six, and two girls aged ten and twelve. The job position included developing the children's English language skills with formal lessons as well as games and creative play. I also assisted the children with their English school homework

and I taught the eldest girl some French language. Additional tasks included actively cooperating with the Russian nanny and communicating with other household staff using my Russian language skills, as well as assisting with the care of the family dog, taking it for walks etc.

Governess/Nanny/Tutor Moscow & London

February 2013 to December 2014

A return to a previous governess position for a family with four children, whom I first worked for between November 2008 and October 2010. I mainly worked with one child, a girl aged 6. I also assisted her 13 year old sister with her Common Entrance exam revision during holiday times.

- The job included teaching English and French languages and culture to the 6 year old girl, assisting her with her French homework as she attends a French school, as well as taking her to extra-curricular activities and taking care of her general well-being. I also covered for her nanny on many occasions which involved living in the family house and looking after the child's day-to-day needs.

Governess/Housekeeper Canterbury, Kent

July 2012 to December 2012

- I worked for a Russian family with six children. The job position included teaching English and French to the children through play and creativity as well as many household organisation tasks, such as washing, cleaning, Hoovering, dusting, ironing etc. The family relocated in January 2013.

Governess/Tutor Moscow, Russia

November 2008 to October 2010

I worked with four children, three girls aged 13, 10 and 2, and a boy aged 7. In this job:-

- I designed and organised interesting and stimulating lesson plans for the children, based on their individual language skills and abilities. I also adapted lesson ideas according to the circumstances, i.e., games for group/travel situations, with the emphasis more on book work for one to one tuition.
- I liaised with the English teachers at the children's schools and kept the children up to date and organised with their homework.
- I was a friend and companion to the children, particularly in travel situations, and I built up the children's confidence with the new language skills they have acquired.

Governess/Nanny Moscow, Russia

June 2006 to October 2008

With my first nanny/governess job I was responsible for two children, a boy aged 5 and a girl aged 9. I taught both children to speak English and they now speak the language fluently. I also taught and assisted both children with French language as they attended French schools. Other responsibilities:-

- Taking care of the children on a day-to-day basis, for example, assisting the children with their homework, organising and taking the children to extra-curricular activities such as swimming, tennis and judo.
- Looking after the children when travelling, particularly when travelling independently with the children and myself. Have also taken sole charge of teenage siblings.
- Undertaking administrative/research work for the children's father.
- Some housekeeping

Primary School Teacher Deal, Kent

April 2005 to April 2006

(One Year Contract) Warden House Primary School

- I worked as a full-time Primary School Teacher.
- I taught all subjects to a Key Stage 2 year group (Years 3 and 4 – age group 7 to 8)
- I specialised in teaching French around the school to all year groups within KS2 (7 to 11 year olds)

Additional information

Good French, conversational Russian and some Italian