

## Joanna

English tutor, nanny, governess, PA

Cyprus, UK



### Personal information

Year of birth, country: June 1985, Manchester, UK

Nationality: Cyprus/Britain, born in the UK in a biracial family (her mother is British)

Driving license: yes, owns a car

Marital status: married, has a child

Current location: Limassol, doesn't need accommodation

Vaccinated with Pfizer

Bad habits: none

No allergies

Personal profile:

I am a reliable hard working young lady .

Enjoys being around people from different backgrounds and cultures with the ability to be tactful and sensitive .

Loveable and enjoys moments with kids

Ability to work in a fast –paced atmosphere

Excellent customer relations and social

Ability to follow instructions

Well motivated

Ability to maintain record keeping procedures

Ability to take responsibilities to meet company's expectations

Effectively developed telephone communication skills

Interests: football, hiking, swimming (swims very well because she grew up in Greece), reading books

### Education

Certificate of completion, online course PGCE in Early Years Education

Jan 2024

Course Line on Demand

Level 3 Award in Speech and Language Therapy

2023

First Aid Appointed Person course passed certificated

TEFL

School Leaving Certificate  
Peter and Paul Lyceum, Cyprus

September 2000 — June 2003

## Work experience

### Teacher Assistant at Pascal Primary School

September 2018 - 2023

Assisting the teacher in the management of pupils and the classroom. Helping children in their studies and all areas of the national curriculum. Providing general support and one-to-one assistance for pupils. Helping children with their learning, playing and social development. Assisting with the preparation of a comfortable learning environment. Preparing class registers & accurately updating pupil records. Delivering educational programs and assessing their impact on pupils. Meeting parents at Parent Evening's & updating them on a child's progress. Monitoring a pupils performance throughout the year. Planning learning activities & school trips with teachers. Producing accurate and up-to-date records and reports as required. Assisting in implementing Individual Education Program's for students. Organizing and maintaining books, learning materials and resources. Providing extra support to children with special needs or those who speak English as a second language.

### Creche Leader

September 2017 - June 2018

Foley's Private English school

Afterschool activities leader

Children aged 4-6 y.o.

Ensure the overall safety and well being of the children. Provide a caring, stimulating environment for the children. Ensure a high standard of hygiene on the premises. Keep parents up to date on their child's progress. Ensure that play rooms are prepared and set out in readiness each day. Help provide and take part in all Sure Start activities. Attend staff meetings and help to prepare forward plans for the Sure Start program of activities.

### Russian family

January 2012 - June 2014

Cyprus

Boy 4 Boy 8

Providing a safe and stimulating environment that facilitates learning organizing and supervising play and work activities (reading, cooking, music, dancing) Developing and implementing lessons work schemes Liaising with parents carers and professionals such as health visitors, maintaining records, monitoring and recording progress.

### Personal Assistant

September 2016 — April 2017

Advance hygiene services ltd

Acting as a first point of contact: dealing with correspondence and phone calls. managing diaries and organizing

meetings and appointments, often controlling access to the manager/ executive.

Booking and arranging travel, transport and accommodation. organizing events and conferences.

Typing, compiling and preparing reports, presentations and correspondence reminding the manager/executive of important tasks and deadlines

### Restaurant Manager

September 2015 — August 2016

Agios Demetrios restaurant kato platres Limassol

Take responsibility for the business performance of the restaurant

Analyze and plan restaurant sales levels and profitability  
Organized marketing activities, such as promotional events and discount schemes  
Prepare reports at the end of the shift/week, including staff control, food control and sales  
Create and execute plans for department sales, profit and staff development  
Set budgets or agree them with senior management Plan and coordinate menus, working closely with the head chef  
Coordinate the operation of the restaurant ensuring that kitchen, bar and waiting staff are working as a team

**Receptionist Claim department**

February 2008 — December 2011

Gan Direct Insurance Head Office  
Highly skilled in greeting visitors and directing them to the right person or section  
Proven record of answering/forwarding calls and taking messages  
Demonstrated ability to deal with phone and email inquiries  
Able to maintain an organize reception area  
Comprehensive knowledge of organizing reading material in the writing area

**Additional information**

English - native  
Greek - fluent  
Russian - understands only a few words