

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **ORD, CHARLOTTE ELLEN**
Address
Telephone
Fax
E-mail

Nationality **British**
Date of birth **23/05/1991**

WORK EXPERIENCE

- SUMMER 2014 – PRESENT DAY
EDUCO
EDUCATION (MULTIPLE ROLES)
DIDACTIC TEAM
WORKSHOP FACILITATOR
ORIENTATION LEADER
TUTOR
- Dates (from – to)
 - School's project
- PON Project FSE "Radici con le ali" Codice progetto 10.1.1A- FSEPON-CA-2017-371
CUP: D525170000200006- Modulo 30 ore History and storytelling
- Completed 4 PON projects in Favignana*
- School's project Viva "Io e la lingua inglese" P.O.R. Campania FSE 2014-2020 per 30 hours of lessons
- Istituto Comprensivo di Bellizzi:
School's project Viva "Laboratorio tematico: Lingua Inglese 1" POR CAMPANIA FSE 2014 – 2020", per 30 hours of lessons
- Direzione Didattica Statale Montecorvino Rovella:
School's project Viva "Non uno di meno" modulo "Summer Campus" POR CAMPANIA FSE 2014 – 2020" per 30 hours of lessons
- February 2014 to January 2015
Galina Korionova – Wimbledon, London
Childcare
Nanny/tutor for her 6 year old daughter Liza
- Name and address of employer
 - Type of business or sector
 - Occupation or position held

• Main activities and responsibilities

Collecting Liza from school or activities, feeding, homework help, playing, tutoring her in maths and English. Especially English grammar as her parents are Russian and have trouble explaining English words/sentence structure/punctuation etc.

January 2014 – September 2014

Lucy Hargreaves – Putney, London

Childcare

Tutor for 6 year old daughter Charlotte.

Collecting Charlotte from school, homework help, exam prep

November 2012 – January 2014

Sikiu Kite – Alicante, Spain

Childcare

Nanny/tutor for 8 year old daughter Sophia

Collecting from school, homework help, educational play, improving English grammar etc

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded
- Level in national classification

2015

Global TEFL Training

150 Hour Online TEFL course

Summer 2014

ACLE

Introduction to TEFL through theatre and play

March – July 2014

City Lit, London

BSL (British Sign Language) Level 2 Certificate

February 2014

Tigerly First Aid

1 day Paediatric First Aid Course + additional epi-pen training

September – December 2014

City Lit, London

BSL (British Sign Language) Level 1 Certificate

September 2009 – May 2012

University of West London

BA (Hons) Drama: Acting for Stage and Media

Grade achieved – 2:1

September 2007 – May 2009

Truro College

BTEC National Diploma in Performing Arts

Grade achieved – DDM

Richard Lander School

GCSE – five grades A to C

**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

**SOCIAL SKILLS
AND COMPETENCES**

*Living and working with other people, in
multicultural environments, in positions
where communication is important and
situations where teamwork is essential
(for example culture and sports), etc.*

**ORGANISATIONAL SKILLS
AND COMPETENCES**

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

**TECHNICAL SKILLS
AND COMPETENCES**

*With computers, specific kinds of
equipment, machinery, etc.*

**ARTISTIC SKILLS
AND COMPETENCES**
Music, writing, design, etc.

**OTHER SKILLS
AND COMPETENCES**
Competences not mentioned above.

**DRIVING LICENCE(S)
ADDITIONAL INFORMATION**

*Page 3 - Curriculum vitae of
[SURNAME, other name(s)]*

ENGLISH

EXCELLENT
EXCELLENT
EXCELLENT

PATIENCE, PERSEVERANCE AND SPONTANEITY. THESE SKILLS ARE AN ABSOLUTE NECESSITY WHEN WORKING WITH ENERGETIC CHILDREN. IF CHILDREN I AM WORKING WITH BECOME BORED I'M ALWAYS PREPARED TO WIN THEIR ATTENTION BACK BY EITHER TAKING A DIFFERENT APPROACH OR SWITCHING ACTIVITIES.

VERSATILITY: I HAVE TRAVELLED TO MANY DIFFERENT COUNTRIES AND LOVE TO IMMERSE MYSELF IN THE LOCAL CULTURE WHICH REQUIRES A CERTAIN AMOUNT OF ADAPTATION.

Working to educational deadlines throughout college and university really strengthened my organizational skills, I have learned to utilize my time wisely in order to create the best work possible.

Teaching English in both private and public schools has greatly increased my level of organization and efficiency, working around many different individual student's schedules to create viable lesson plans.

My experience at EDUCO City Camps and touring the country as a workshop facilitator has been a great test of my skills as I sometimes had classes of up to 16 children who all needed equal amounts of my attention and direction.

Looking after children that have full schedules takes a large amount of preparation. Lastly, my work at the Burrell Theatre in Cornwall gave me real competence in scheduling, budgeting and rehearsal organization.

I AM COMPUTER LITERATE TO A GOOD STANDARD

I HAVE BEEN INVOLVED IN THEATRE FROM A YOUNG AGE AND STUDIED DRAMA ALL THROUGH SCHOOL, COLLEGE AND UNIVERSITY. I ACHIEVED A 2:1 IN MY BA (HONS) DRAMA: ACTING FOR STAGE AND MEDIA. MODULES INCLUDED MUSICAL THEATRE, MOVEMENT, STAGE COMBAT, ACTING FOR RADIO, STAGE AND SCREEN. MY SINGING VOICE IS GOOD BUT NOT PROFESSIONAL.

I HOLD A BSL (BRITISH SIGN LANGUAGE) LEVEL 2 CERTIFICATE. EVEN WHEN SPEAKING TO THOSE THAT DO NOT HAVE THE SAME SKILL IT IS USEFUL IN A NORMAL CONVERSATION AS STUDYING THIS HAS INCREASED MY USE OF GESTURE TO CONVEY MEANING. I ALSO HAVE COMPLETED AN OFSTED STANDARD PAEDIATRIC FIRST AID COURSE.

Have a provisional UK driving license.

EMERGENCY CONTACTS:

JAIN ORD (MOTHER)
01872553435

JUNE 21, 2018

Charlotte Ord