

PHONE: [REDACTED] | EMAIL: [REDACTED]

# ELISE MATTHYSSEN

## EMPLOYMENT

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**Resident Arts and Social Sciences Tutor (*part-time*)** **2022 – 2023**

Janet Clarke Hall, The University of Melbourne

- Working with a team of tutors to provide academic support and pastoral care for undergraduate tertiary students.
- Tutoring students in both individual and small group class settings.
- Tutoring students in linguistics, French, and social science subjects.

**English Language Educator (*part-time*)** **2022 – 2023**

RMIT English Worldwide (Melbourne)

- Teaching general academic English classes to ELICOS students of varied proficiency levels and cultural and linguistic backgrounds.
- Adapting and customising coursebook learning materials to match learners' needs.
- Grading students' ongoing and end-of-course assessments.
- Collaborating with a co-teacher to plan lessons, student feedback, and course delivery.

**Outpatient & Admissions Clerk (*part-time*)** **2018 – 2023**

Royal Victorian Eye and Ear Hospital (Melbourne)

- Multi-tasking in a busy public hospital, consistently displaying professionalism and empathy when liaising with patients.
- Working with patients from culturally and linguistically diverse backgrounds.
- Handling sensitive patient medical data.

**ELICOS teacher (*part-time*)** **June – November 2022**

Discover English (Melbourne)

**English Teacher** **August – December 2017**

Schütz & Kanomata Language Institute (Brazil)

**Receptionist & Interpreter** **2016 – 2017**

Various hotel and tour operators in Panama, Colombia, and Peru.

- Facilitated English-Spanish interpreting between foreign guests and local staff.
- Responded to incoming guest queries and processed guest bookings and payments.

**Private Academic Tutor** **2007 – 2015**

- 9 years of private tutoring experience, working with secondary and university students.
- Improved students' academic performance in English, French, and Mathematics over the course of regular, personalised tutoring sessions.

## EDUCATION

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<b>Master of Applied Linguistics (H1 WAM) (<i>part-time</i>)</b> The University of Melbourne	<b>2019 – 2023</b>
<b>Certificate in Teaching English to Speakers of Other Languages (CELTA) (Pass A)</b> Royal Melbourne Institute of Technology (RMIT)	<b>July – December 2021</b>
<b>Bachelor of Arts &amp; Social Sciences (Honours 1 &amp; the University Medal) (English &amp; Advanced French Studies)</b> The University of New South Wales	<b>2009 – 2015</b>
<b>Bachelor of Engineering (Electrical) (Honours 2.2)</b> The University of New South Wales	<b>2009 – 2014</b>
<b>International student exchange</b> University of Paris VII – Denis Diderot (France)	<b>Sep 2011 – Feb 2012</b>
<b>Victorian Certificate of Education</b> St Paul's Anglican Grammar School	<b>2008</b>

## ADDITIONAL CERTIFICATIONS

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Working With Children Check (Employee status)  
First Aid (HLTAID009/010/011) (accredited January 2022)  
Standard Mental Health First Aid (accredited February 2022)

## LANGUAGES

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Australian English (native speaker)  
French (proficient)  
Spanish (intermediate)  
Italian (beginner)

## REFEREES

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Referees available upon request.