

# Nancy Collis

## Qualifications and Education

- French and Italian BA, 1st Class Honours, Cardiff University
- Premier TEFL certification 'Teaching English as a Foreign Language', 120 hour course
- A Level: French, Music and English Literature (BBC)
- GCSE: A\*, A, A, A, A, A, A, A, B

## Professional Summary

Enthusiastic team worker with strong interpersonal skills and an ability to adapt strengths to different situations. Experience in customer-facing hospitality roles and language teaching and private tutoring. Periods spent studying and working abroad have led to a confident and ready-to-learn attitude, as well as fluency in English, Italian and French. Committed to upholding high standards of professionalism in the workplace and contributing to the success of others.

## Work History

### Foreign language teaching assistant

*Valle Camonica (BS), Italy* | 2021, 2023, 2024

- Taught children aged 4-14 working in multiple Italian elementary and middle schools.
- Prepared and delivered my own content, including organising after-school classes for more advanced students. My teaching style developed greatly, with a preference for active, reality-based learning, role-plays, music, games and free production activities.
- Gained experience regarding lesson structure, classroom management skills, and student involvement and participation, working with English teachers experienced in the Italian education system.

### Foreign language tutor

2023- present

- Delivered bespoke language classes to individual students, according to their needs and preferences.
- Prepared students for GCSE examinations in the UK, including oral exams. Developed an understanding of the GCSE curriculum and tailoring of a study programme to compliment school-based learning.
- Tutored Italian students in English-medium subjects at middle and high-school level, such as sciences and Social Care.

### Barista and bakery assistant

*La Forneria Rigali (BS) Italy* | Summer 2024

- Prepared and served drinks and plates at a fast-paced local eatery.
- Plate preparation experience; *aperitivo*, sweet and savoury baked goods, patisserie, and handmade pastas.
- Employed proper sanitation techniques within food preparation areas and upheld high hygiene standards.
- Prepared goods for sale within the bakery, including weighing, packaging, and storing fresh goods according to inventory systems.
- Worked using exclusively Italian language.

### Bartender | Food preparation

*The London Inn* | 2024-2025

- Prepared and served drinks and small plates in a busy bar setting, informing customers about local specialities and special events.
- Hosted large functions such as weddings, wakes, and parties.
- Was responsible for inventory and managed stock.
- Developed relationships with customers and local groups throughout the local community hub.

## Au Pair

Lausanne, Switzerland | 2018- 2019

- Worked for a French-speaking family in a rural area of Switzerland, caring for their young child, as well as delivering language lessons and completing domestic tasks; cooking, cleaning, housework and dog walking.
- Worked using exclusively French language.

| Subject            | A Level Grade |
|--------------------|---------------|
| English Literature | C             |
| Music              | B             |
| French             | B             |

| Subject     | AS Level Grade |
|-------------|----------------|
| Mathematics | D              |

| Subject            | GCSE Grade |
|--------------------|------------|
| Mathematics        | A*         |
| Biology            | A          |
| Chemistry          | A          |
| English Language   | A          |
| English Literature | A          |
| French             | A          |
| History            | A          |
| Music              | A          |
| Physics            | B          |

## Additional information

### Musical proficiency

- Flute (grade 5 certified). Experience in small ensembles, wind/concert bands and orchestra pit.
- Piano (grade 2 certified). Experience in small ensembles and collaborative jams.
- Guitar. Experience in acoustic groups, within rock, pop and country style and collaborative jams.
- Bass guitar. Experience in concert bands, orchestra pit and collaborative jams.
- Saxophone. Experience in small ensembles, jazz ensembles, wind/concert band and orchestra pit.

### Musician | Singer/songwriter

*Various venues* | since 2016

In 2016, I began performing regularly at The London Inn, singing and playing the piano, and worked there for just over a year as the house pianist. Since then, I have been engaged in many musical projects, at both a voluntary and professional level. I performed and produced music for the Virtual Hidden Gardens Project in 2020 and 2021, which involved arranging music for a five piece ensemble, then recording and producing tracks. I think music is a great teaching aid for languages; I have often used music in lessons, encouraging students to learn English songs while accompanying them on the guitar, and sometimes working towards school performances. Having music in my life has greatly improved my skills in preparation and delivery, as well as teaching me confidence and assertiveness.

### Awards or certificates

- Grade five certificate for music theory
- Grade five practical certificate for flute
- Grade two practical certificate for piano
- Awarded the Marjorie Lynden shield in 2015 for 'Contribution to the Community', including working with local groups to organise community events