

JEMIMA SAIN-LEY-BERRY-GRAY

+33 6 72 04 30 07

jemima.slbg@gmail.com

PROFILE

I am a qualified EFL teacher, additionally I have a degree in Politics and International relations. English is my native language and I am fluent in French. I am self-motivated, resourceful and I have a lively and positive personality. Through my tutoring I have worked with a wide range of ages and educational requirements. I enjoy using my creative abilities to produce stimulating and relevant lessons that inspire, motivate and engage students. I enjoy helping my students reach their full-potential and grow their confidence so that they come out of their shell and are motivated to succeed. I aspire to provide students with the self-confidence and skills that help them beyond the classroom.

TEFL TRAINING

Level 5 168 Hour TEFL Certificate - Merit The TEFL Academy, UK. Nov 2024 - March 2025

- Created lessons for a variety of levels from pre-intermediate to advanced
- Teaching speaking, listening, reading and writing
- Material & resource creation, utilising the internet
- English grammar and how to teach the essential language
- Needs analysis and teaching in different situations
- Classroom management and teaching techniques

PROFESSIONAL EXPERIENCE

English and French Tutor

Aug 2023 – Current

Preply and Private Clients

- Created and taught lessons for students ranging from beginner to advanced level and ages from 4 to 40
- Prepared students for international school entrance exams/interviews, TOEFL exams and university interviews
- Maintained a regular clientele over a year, ensuring progress and satisfaction with the lessons
- Expanded clientele through referrals
- Managed workload to ensure all lesson plans were finished and distributed in advance to weekly and bi-weekly lessons
- Experienced at sourcing and selecting material from the internet and workbooks
- Confident in creating engaging and educational content
- Provided lessons focusing on all aspects of the language, thorough grammar explanations, the four skills and culture

The Puzzled Artist Ltd

Jul 2022 – Jan 2025

The Puzzled Artist creates and sells abstract art jigsaw puzzles. My role was marketing, media content creator and accounts manager.

- Produce content regularly for social media, newsletters and blog posts
- Co-produce regular artwork designs for products
- Proficient as using software such as Affinity and Canva for social media content
- Created structured social media marketing and engagement plans

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- Proficient at meeting deadlines for simultaneous tasks
- Completed VAT returns and Corporate Tax return for the business

Internship at the International Criminal Court, *The Hague, The Netherlands*

Jan 2022 – Jul 2022

Intern for the ICC within the Analyst team in the Office of the Prosecutor, the role included data entry and report preparation.

- Responsible for assisting the Analysts with varying tasks where needed, such as transcription, research and compiling reports
- Integrated into an already existing team, collaborating and providing assistance on projects while working independently to meet deadlines
- Adapted to working in a multilingual organisation, communicating effectively in both English and French

At Your Service, *Oxford, UK*

Jun 2018 – Mar 2020

Host and Guest Service Associate (part time while at university)

- Greeted and served a variety of tourists and travel groups of 10-40 people of varying nationalities, securing my accessibility to guests at all times to provide a positive experience
- Managed and cultivated professional and productive relationships with the Bicester Village customer base
- Onboarded and trained novice employees, making sure they were thoroughly equipped to carry out expected responsibilities and duties

Event Waitress and Operations Coordinator *(part time while at university)*

- Maintained a professional and calm demeanour while operating in the fast-paced environment of casual/ formal events
- Collaborated with team members before and throughout events to execute seamless services for guests
- Ensured the health and safety of guests from the beginning set-up of an event or fundraiser to the end

EDUCATION

Oxford Brookes University, *Oxford, UK*

Sep 2017 – Jul 2021

BA (Hons) International Relations and Politics

Dissertation and Upper Second Class Honours Degree

Ashbourne College, *London, UK*

Sep 2016 – Jul 2017

A-Level Certificates

SKILLS & INTERESTS

Technical Skills: Microsoft Office, Google Workspace Suite, Canva, PC and MacBook, Xero, iBase

Personal Interests: Literature and Art, Environmental Sustainability, Animal Conservation, Education