

PEMBROKE TUTORS | ELITE LONDON TUITION

MATT

EDUCATION

BPP Law School

Graduate Diploma in Law (ongoing)

University of Oxford, St. Catherine's College

BA Philosophy and French

First Class Honours, College Scholar

2012 – 2016

Theresianische Akademie, Vienna

Austrian Matura (A-Level equivalent)

Distinction (overall average of 1.2)

German, French, English, Latin, Mathematics

2003 - 2011

LANGUAGES

German - native **English** – bilingual proficiency **French** - full professional proficiency **Russian** - limited working proficiency

EMPLOYMENT HISTORY

Herbert Smith Freehills LLP

Vacation Scheme Student

Three-week placement in litigation and corporate groups in London, extended by a one-week placement in the oil & gas department in Paris researching francophone-African hydrocarbon legislation.

Aug.2015 – Sep.2015

Société Générale Corporate & Investment Bank

Chief Operating Office Trainee

Structured Export Finance

Charged with writing articles and press releases for internal and external publication as well as putting together pitch-books for client meetings. Carried out benchmarking and market studies on Dealogic and Bloomberg terminals. Organised client hospitality events, corresponded with journalists of specialist magazines.

Feb.2015 – Jul. 2015

HEC Paris Executive Education

Global Business Development Trainee

Responsible for large sections of the executive education website as well as social media accounts. This included contributing articles, interviewing course participants and web-design. Translated advertising material, legal documents and direct marketing content into English.

Sep.2014 – Feb. 2015

Austrian Red Cross

Civilian Service

Corporate Sector Partnerships & Marketing

- Responsible for the department website: writing and updating content (for online and print media)
- Organised prize distribution for the Austrian Red-Cross Lottery
- Research projects about potential partnerships

Oct. 2011 – Jun. 2012

Robinson Club GmbH (TUI)

Summer internship, Guest Relations

Management and resolution of complaints and feedback; Correspondence and point of contact for non-German-speaking guests

Jun.2011 – Sept.2011

UniCredit Bank Austria AG**Summer 2010**

Placement in a branch office in which I gained an understanding of personal finance concepts, and insight into the different areas of private banking.

IBM Austria GmbH**Summer 2009**

Summer internship in Marketing & Communications; learning about the IT sector, the structure of the company, and various concepts of marketing.

OTHER ACTIVITIES

Oxford University Lightweight Rowing Club; Trialist for the 2016 Lightweight Boat Race against Cambridge
Oxford University Golf Club (2nd Team, HCP 15): engaging in weekly matches at courses around the UK

PROJECTS / AWARDS

College Scholarship

I was awarded a college scholarship after achieving a distinction in preliminary examinations

2013-2016**Model European Parliament****2008 – 2011**

Participation in 6 national and international sessions; begun as delegate, then progressed to committee president in charge of committees of 15 delegates, and finishing as President of the General Assembly

Austrian and International Philosophy Essay Competition**2011**

TEACHING PROFILE

I am originally from Vienna but have lived in many places throughout Europe (including London and Paris) in my childhood and was raised bilingually in English and German.

Professionally, I have worked at companies in a wide range of sectors (IBM, HEC Paris Professional Education, Bank Austria), including investment banking (Société Générale). At the moment I am completing a Graduate Diploma in Law, as I have a training contract with the law firm Herbert Smith Freehills LLP.

My approach to teaching is highly interactive. I like to draw on a wide range of materials (books, films, music), tailoring lesson plans to individual interests as far as possible. I believe that good structure and zealous repetition are the most important things in learning a language. I usually give exact instructions for work to be done between tuition lessons.

TEACHING BIOGRAPHY

I have several years of experience as a private tutor teaching several subjects. I began tutoring in 2009, while I was still in high school. I originally taught younger GCSE-level students in French, but soon began teaching English as a foreign language and Maths as well. After finishing school, I began to teach these subjects up to A-level. Overall, I have taught around 10 students of varying levels and abilities, both helping those struggling to pass, as well those aiming for the highest marks.

My philosophy in teaching both maths and languages is to make sure students have an excellent grasp of the basic 'building blocks' of grammar or theory, before successively building on this foundation. Thereafter, my focus varies depending on the format of the exam the student is revising for – be it essay technique, exam strategy or conversational exercises.

In the past, I have found that incorporating work to be done between tuition lessons (short essays, vocabulary repetition etc.) tends to be a particularly effective way of accelerating learning. In the course of these exercises, I prefer to draw on online learning platforms and to mark work sent to me electronically before lessons. This ensures a most effective use of tuition time.

I am familiar with most major UK Examination boards, and with the syllabus of the GCSE, iGCSE, A-Level exams as well as the International Baccalaureate (IB). Upon request, I am more than happy to familiarise myself with additional exam formats.