

# **Michèle Marriott**

**Email:marriott.michele@gmail.com**

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**Community, Civil and Commercial Mediator  
Justice of the Peace (Presiding Justice) Adult Court  
Proofreader and Copy Editor  
CELTA- trained English Language teacher with extensive experience  
at all levels, age groups and nationalities  
Excellent communicator, with valuable expertise in managing, monitoring  
and prioritising clients'/students' needs**

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## **Community Mediator**

**May 2022 – present**

- Trained with Calm

## **Certified Civil and Commercial Mediator**

**December 2018 – present**

- Trained with the Society of Mediators, 218 Strand
- Took part in Free Mediation Project at the Royal Courts of Justice, Easter and August 2019
- Co-mediated and observed a variety of disputes, including landlord, private parking, financial and family issues

## **Justice of the Peace (Presiding Justice)**

**February 2013 – present**

- Bench Chair in Adult courts, sitting in Lavender Hill and Wimbledon
- Dealing with criminal and civil cases

## **Proofreader and Copy Editor**

**September 2018 - present**

- Trained with Writers' Bureau
- Proofread and Copy Edit for websites, social media platforms, charity magazines

## **EAL, Maths and English Private Tutor**

**February 2011 – present**

- CELTA-trained English Language tutor for all age groups; preparing students for IELTS, FCE and Cambridge exams
- English, Maths, Verbal and Non Verbal Reasoning tutor on a one-to-one basis at KS1, KS2 and KS3 level

## **EAL Tutor, Sinclair House School**

**February 2013 – December 2018**

- EAL for pupils from 4 – 13
- Prepared 10 –13 year old EAL pupils for 11+, 13+ and Common Entrance

## **Fundraising Manager, Universal Beneficent Society August 2009 – February 2011**

- Developed and implemented a fundraising strategy
- Managed corporate supporters, high profile patrons and celebrities
- Organised and co-ordinated fundraising events nationwide
- Wrote literature and created website
- Managed four Regional Development Officers

**Interim Fundraising Manager, Abbeyfield** **Nov 2008 – August 2009**

- Developed and implemented a fundraising strategy
- Managed celebrity and high profile patrons and supporters
- Organised and co-ordinated fundraising events nationwide

**Event and Fundraising Consultancy** **Feb 2007 – February 2011**

- Organised numerous corporate, charity and private events and advised on various fundraising activities. Clients included Bank of New York Mellon, Ubiquity Communications, Battersea Park, More House School, DanceBack
- Advised on the setting up of two new charities, including design and content of literature and website

**Special Events and Corporate Manager – St John’s Hospice** **Oct 2006-Feb 2007**

- Created and organised several special events, with major celebrity involvement.
- Managed corporate relationships at all levels

**National Events Manager - IndependentAge** **1999 - Oct 2006**

- Organised fundraising events including Royal Galas, Foreign Treks, Concerts
- Assisted 16 Area Reps in Gt Britain and Ireland with fundraising and events
- Formed strategic planning committees for events and corporate sponsorship
- Identified and nurtured corporate and individual sponsors

**Area Representative – London - IndependentAge** **1996-1999**

- Organised fundraising events including Balls, Fashion Shows, Royal Galas, Fairs
- Devised events marketing strategy including PR, sponsorship and literature
- Formed and managed event committees
- Recruited and managed 80 London volunteers for fundraising and pastoral care of elderly beneficiaries

**Events Manager, UKSA for People with Learning Disabilities** **1991-1996**

- Organised nationwide events to fund British team to travel to 1992 Paralympics
- Managed relationships with other charities, trusts and the corporate sector

**Special Needs Assistant, Calder House School, Battersea** **1990-1991**

- Teacher’s Assistant with Special Needs children, aged 7 to 13
- Assisted with English, Maths, French, History, Geography
- Gave classes in Drama, Music Appreciation and Music Meditation

**Education**

Loreto Abbey, Dalkey, Dublin. Sacred Heart Convent, Monkstown, Dublin  
‘A’ levels – English, Maths, Business Studies

**Voluntary**

Justice of the Peace; Trustee - Battersea Park; WMS

**Hobbies**

Rowing, singing, photography, walking, trekking, cooking

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