|  |  |  |
| --- | --- | --- |
|  |  | Objective A driven individual who possesses a friendly, outgoing personality, seeking an ESL teaching position teaching kindergarten/Elementary children. |
|  |  |  |
|  |  | ExperienceOliver House School – Receptionist/Finance admin Sept 2017 – July 2018  * Admin duties: Photocopying, filing and printing * Welcoming and dealing with visitors, parents and suppliers queries’. * Finance duties: Authorising and overseeing staff purchases; Handling invoices; producing monthly expenditure report; liaising with suppliers regarding orders and accounts. * Organising events * Health & Safety officer – Overseeing H&S issues over the school; liaise with staff and students regarding H&S concerns; booking contractors for school maintenance.  Hampstead Parochial School – Receptionist/Admin Mar 2017 – Jul 2017  * Admin duties – Photocopying, printing and filing. * Dealing with parents * Overseeing student attendance and producing register for the kitchen. * Handling money for extra curricular clubs, lunches, school trips etc.  Newton Preparatory School – Deputy Head Secretary Aug 2016 – Nov 2016  * Maintaining Deputy head’s calendar * Maintaining and updating school calendar * Managing music lesson schedule * Liaising with parents and extra curricular club vendors * Dealing with student attendance   **Community Education Forum - Admin/teaching assistant Aug 2011 – Feb 2014**   * Managing current and past pupil/staff records * Monitoring attendance * Dealing with bookings and cancellations * Handling tuition fees * Assisting tutors – setting up classroom for lesson; helping children who need extra support; assisting teachers with lesson planning and managing class behaviour   **Volunteer work**  **Webbz tuition centre | Nairobi, Kenya | Teaching assistant Oct 2010 – Jun 2011**   * Assisted the English teacher * Provided extra support for pupils struggling with classwork * Helped with marking * Introducing fun activities I learnt at school * Shared cultures |
|  |  |  |
|  |  | EducationSaxon Court Language School Apr 2017 – Jul 2017 CELTA certification University of Plymouth Oct 2011 – May 2015 BSc in Business Management |
|  |  |  |
|  |  | Skills  * Native English speaker and fluent in Somali * Technology proficient – Word, Office, Excel, Power point etc * Ability to build good working relationships with both pupils and adults * Good organisational skills * Flexible and creative * Enjoy working with children * Patient and have a sense of humour |

Reference available upon request