

Charlotte

DATE OF BIRTH

xx/xx/xxx

PHONE Mob.

xxxx-xxx-xxx

EMAIL

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REFERENCES Available on request.

QUALIFICATIONS

Responsible Service of alcohol (RSA) Certificate
Responsible Conduct of Gaming (RCG) Working
With Children Check

Work Objective

To gain employment in teaching upon the completion of my University course in 2026.

Education

- Primary school: XXXXX Street Public School, XXXX (2010 -2016)
- Year 7-10, Our Lady of Mercy College (OLMC) XXXX: School Leader
- Completed Year 12, De La Salle College XXXX - 2022
- Completing a Secondary Education Teaching Degree started January 2023

Previous Experience

- Placements as part of my university Degree all of which were three weeks and involved me teaching all year groups; Blakehurst High school; La Salle College Bankstown; Engadine High School
- Various part-time and casual work including; Sydney Climbing Gym, St Peters (April –Nov 2019, intermittently, during school holiday: supervising and teaching children (aged 5 – 10 years) indoor rock climbing skills), Kmart Miranda (April 2021 - October 2022), Mimco - (Christmas Casual - October 2021- January 2022), Myer (November 2022- July 2023), Fluevog Shoes - Part time - August 2022 - February 2025 Hospitality- XXXXXX hotel, December 2022- March 2024

Volunteer Work and Experience

- I have volunteered throughout my High school experience working with children at XXXX Library as part of the Duke of Edinburgh Award, assisting at the local nursing home Stella Maris helping and cooking foods for local charity meals in XXXXX.
- More recently I have volunteered regularly at XXXXX Support Network, doing tasks like building cots and creating clothing packages which aids Dandelion's purpose of providing families less fortunate with children clothing, toys and equipment.
- I am currently (with my family) raising a guide dog puppy, which involves training the puppy, socialising the puppy and teaching it "house manners".

Skills

- Working with Children– Through my teaching degree I have been sent to complete placements at a range of schools where I have to teach students I have no rapport with and therefore develop my communication skills.
- Working with the elderly – Through Volunteer work I have helped at Stella Maris Aged Care Facility, and gained experience helping with the elderly.
- Communication and interpersonal skills – I know the value and importance of good manners, positive communication and respect and I practice these always in my interactions with others. As I have experience working with children and older people I have learnt how to communicate with a range of people, who often may have trouble communicating. I have excellent written and verbal communication and represented my school at zone Public Speaking competitions, and understand how to communicate in a professional manner.
- Teamwork and initiative – my work experience and volunteering has given me excellent experience working individually and as part of a team. I am quick to learn rules and processes, always making sure I follow correct procedures and am accountable for my tasks and

	responsibilities.
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