**TRACY GOODE**

**44A HIGH STREET**

**AMBLECOTE**

**STOURBRIDGE**

**WEST MIDLANDS**

**DY8 4DG**

**07544028732**

**tracygoode79@rocketmail.com**

**PERSONAL PROFILE:**

I am a passionate person who strives to be at my best at whatever I do. I strive to work well within a team but I am also competent working by myself, as I have a qualification in counselling and feel that this helps me to understand a wide variety of people and would bring a caring personality into any role that I take-up. I believe my qualifications, experience and passion would allow me to enter my career with minimal supervision and training. My personality and ability to gain rapport with people easily and quickly lends itself to helping those who may need support for whatever reason. I further believe that I would add value to any employer who would be willing to offer me a position of employment

**KEY SKILLS**

· Computer literate

· A good timekeeper

· Patient and understanding

· Trustworthy

· Understand confidentiality

· Trained to level 2 in counselling

· Flexible

· Police Cleared (CRB)

**EMPLOYMENT HISTORY**

**Intraining, Dudley**

Office Assistant

Duties and responsibilities: Helping the tutors with dealing with clients as well as making sure all computer work is up to date and all other office work including filing, answering telephone, taking messages and dealing with clients face to face. I also provided cover for the reception area which meant dealing with a computerized appointment system and handing out petty cash and filing receipts as well as dealing with other paperwork.

**Future Skills Dudley**

Administrative Assistant

Duties and responsibilities: All aspects of office work within two different departments within the company finance and training including using computer answer the telephone and dealing with people face to face

**Lacarno Primary School**

Classroom Assistant

Duties and responsibilities: helping teacher and children with day-to-day running of a classroom including helping work activities.

**Brierley Bears Day Nursery**

Trainee Nursery Nurse

Duties and responsibilities: All aspects of nursery work including dealing with both children and parents, setting activities out, planning activities and dealing with snack times

**Small World Nurseries**

Trainee Nursery Nurse

Duties and responsibilities: Dealing with children aged between six weeks and three years which included feeding, changing and playing with children as well as getting the children to sleep and setting out activities

**Lai-Do Chinese Restaurant**

Counter Assistant

Duties and responsibilities: Dealing with customers either in person or over the telephone, dealing and cleaning at the end of the day.

**RELEVANT TRAINING OR EDUCATION:**

Dudley Advocacy 2012

Stourbridge College - Helping Skills Level 2 2011

Brierley Hill NLC - Introduction to Counselling 2010

Dudley College - NAMCW- Childcare 2000

Dudley College - Key Skills – IT, Maths and Communication 2000

**HOBBIES AND INTERESTS:**

I like to read and watch DVD’s as well as using the internet to communicate with people from around the world. In my spare time I like to be with my family and friends.

**References available on request.**