
PROFESSIONAL EXPERIENCE

Classroom Teacher | February 2021 - Present

Europäische Schule | Munich, Germany

- Organise and plan for all subjects areas to meet performance standards under the curriculum
- Prepare, write and meet deadlines for half-yearly and yearly reports
- Use Zoom, Teams and Microsoft Word to prepare learning materials and teach online
- Weekly email correspondence with parents about activities and events

Classroom Assistant | September 2018 - February 2021

Phorms School | Munich, Germany

- Collaborated with colleagues in the preparation and delivery of lessons
- Prepare and organise forms for meetings, parent-teacher conferences and excursions
- Used technology to enhance learning practices and engagement
- Organised and implemented new daily routines in line with Covid-19 rules and regulations

AuPair | July 2017 - July 2018

Lehmann-Horn Family | Munich, Germany

- Organised household tasks and children's extracurricular activities for the smooth running of the household
- Maintained strong lines of communication with parents to keep them informed

Pharmacy Assistant | October 2010 - July 2017

Cincotta Pharmacy | Sydney, Australia

- Managed confidential patients files on-site and in the database
- Monitored due dates for prescriptions and medications
- Organised, packed and delivered patient medication
- Assisted and trained new staff
- Organised bi-weekly promotions and delivery services to local nursing homes

Administrative Assistant | July 2014 - August 2015

Workactive Pty Ltd Physiotherapy | Sydney, Australia

- Preparation of forms for physiotherapists, insurance companies and doctors
- Handled confidential patient files
- Email correspondence with insurance companies and doctors
- Communication through phone calls, scheduling appointments with patients and placing orders



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MEEK**

CONTACT

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EDUCATION

Bachelor of Education | 2016

The University of Notre Dame
Sydney