Title: **Mrs**. First Names: **Maria Del Rosario**. Last Names: **Hurtado Ramos**

Nationality: Mexican, Indefinite Leave to Remain UK.

Marital Status: Married

Email: [marosario.hurtador@gmail.com](mailto:marosario.hurtador@gmail.com) . Mobile: 07765 797 864

# Education

Diploma in Information Technologies

**2008-2009**. National Autonomous University of Mexico (UNAM), Campus Polanco. Grade: 9.

Bachelor of Science in Applied Mathematics and Computer Science

**1994-1998**: National Autonomous University of Mexico (UNAM), Campus Acatlan. Grade: 8.3

# Further Education

**2020-2021.** EnglishLanguage AQA GCSE FULL.

**2018-2020**. English and Functional skills ESOL Levels 1 and 2. Abingdon and Witney College.

**2011**. English ESOL Entry 3 Level. EMBS Community College.

# Training and continued Professional Development

Organising Body: Oxfordshire First Aid

* Certificate in Level 3 Emergency Paediatric First Aid Organising (March 2023)
* Certificate in Level 3 Emergency First Aid at work (March 2023)

Organising Body: The River Learning Trust

* Certificate in Safeguarding and Child Protection (September 2022)
* Certificate in GDPR for Education (July 2022)
* Certificate in Slips, Trips and Falls in Education (July 2022)
* Certificate in Fire Awareness (July 2022)
* Certificate in Food Hygiene Organising (July 2022)
* Certificate in Manual Handling (July 2022)
* Certificate in Health and Safety at work

Organising Body: HM Government

Certificate in Prevent (July 2022)

# Current Employment

1. **Spanish After School Club Teacher** (April 2023 - present)

Employer: The RLT /Wolvercote Primary School.

Main Duties: Preparing and delivering weekly Spanish lessons for pupils in KS2.

1. **Teaching assistant** (September 2022 - present)

Employer: The RLT /Wolvercote Primary School, OX2 8AQ, United Kingdom

Main Duties: Assisting the main teacher with the day-to-day activities. Supervise and provide particular support for pupils. Support pupils on small groups and on a 1:1 basis. Provide feedback to pupils. Prepare classroom as directed for lessons. Detect pupils’ problems/progress/achievements and report it; support the teacher in managing pupil behaviour and reporting difficulties as appropriate. Assist with the supervision of pupils at break and lunchtime and reporting all concerns to an appropriate person; accompany teaching staff and pupils on visits, trips and out of school activities as required; ensure all pupils have equal access to opportunities to learn and develop. I also work closely with two children with special education needs.

1. **Child Care Assistant** (April 2023 - present)

Employer: The RLT /Wolvercote Primary School.

Main Duties: Taking the register during Breakfast Club Planning activities and delivering child care during Breakfast and After School Club.

Employment History

1. Volunteer Coaching Assistant (September 2017- March 2020)

Employer: Cherwell Gymnastic Club, OX27EE, United Kingdom

Main Duties: Helping coaching 6-15 year old gymnastics students.

Reason for Leaving: Due COVID-19, the club reduced the number of volunteers. I am still a volunteer but I have not been back in face-to-face lessons since March 2020.

1. Database Entry Assistant (March 2014 - October 2014)

Employer: Researcher Lisa Patrick Bentley at Ecosystems Lab, University of Oxford, UK.

Main Duties: Capturing data into a database. Reason for Leaving: Temporary job.

1. Volunteer Chair of the Family Society (September 2011 - August 2015)

Employer: Wolfson College, University of Oxford, UK.

Main Duties: Organise events for families living in Wolfson College. Reason for Leaving: Moving out of the college

1. Academic Officer/Data Base Operational Manager (June 2009- January 2011)

Employer: Foreign Language Centre -National Autonomous University of Mexico, Mexico.

Main Duties: I was the person responsible for data in the local system to be accurate and up-to -date: the assignment of students to the correct groups, allocation of teachers, classrooms, timetables, etc. I was also responsible for training new users of the system.

1. Hands-on Team Lead Tester (June 2006- January 2011)

Employer: Technological Development Centre- National Autonomous University of Mexico, Mexico

Main Duties: Testing software, deployment, support and training end-users

1. Design IT Area Administrator (August 2002 – July 2006)

Employer: Technological Development Centre- National Autonomous University of Mexico, Mexico.

Main Duties: Selection and coordination of intern's activities, assisting students with the use of hardware and software.

1. Data Entry Assistant (August 1998 - July 2002)

Employer: Maths and Engineering Department- National Autonomous University of Mexico, Mexico.

Main Duties: Keeping internal databases updated.

1. Teacher (August 1998 - July 1999)

Employer: Autonomous University of Mexico, Campus Acatlan, Mexico.

Main Duties: Teaching undergraduate students.

1. Teacher Assistant (August 1997 - July 1998)

Employer: Autonomous University of Mexico, Campus Acatlan, Mexico.

Main Duties: Helping teaching maths, acting as an exam's invigilator and acting as an exam's marker.

# Languages

Spanish: Native. English: Spoken: 80%, written: 90%, translated: 90%.