**CURRICULUM VITAE FOR :-**

**HILDA**

[*Hilda.304028@2freemail.com*](mailto:Hilda.304028@2freemail.com)

**Early Years Practitioner**

**PERSONAL SUMMARY**

*My focus and motivation is work done in time and to schedule. I am competent, efficient and have the ability to balance between my social life and work as well as priorities and tight deadlines.*

*I have the ability to use clear communication techniques, creating a happy, caring and stimulating learning environment, with much enthusiasm. A professional with innovative approaches, sensitive to the needs and feelings of young children, combined with the ability to establish a positive relationship with parents and other professionals. I have a sound understanding of early childhood development and awareness of problems that can interfere with normal development.*

**WORK EXPERIENCE**

Jan 2001- Dec 2003 S.O.S Kindergarten Pre-School **–*Childcare Practitioner (4-6Years ECD)***

*-Plan and organize a high quality learning environment, ensuring that it is stimulating and welcoming to all children.*

*-Plan, observe and record children’s interests and developments, ensuring children’s learning needs are met in appropriate and creative ways in accordance with ECD.*

*-Follow and maintain procedures for regular reviews and assessments of each child’s progress.*

*-Establish and maintain positive relationships with parents in a way that supports the children’s learning and development and parental involvement.*

*-Develop and maintain positive relationships with the children’s center team, and link with the school to aid in the smooth transition of the children.*

*-Offer support and guidance to parents, and to liaise with other agencies as appropriate.*

*-Act as an effective key person to a group of children.*

*Jan 2013 – JULY 2015 Chirodzo Primary School (4 – 5 Years ECD) –* ***Childcare Practitioner.***

*Took part in all aspects of daily routine to include toileting, changing, meal times and cleaning duties.*

*-Maintained high standards of accuracy and confidentiality in record keeping*

*-Ensured child protection procedures and policies were adhered to and concerns were reported in line with these.*

*-Made sure that the child had developed holistically.*

*JAN 2016-JULY 2016 ROYAL COMFORT PRE-SCHOOL(3-4YEARS ECD)—****CHILDCARE PRACTITIONER.***

***DUTIES:-****Took part in all aspects of daily routines to include toileting; changing, meal times and cleaning duties.*

*-Maintain high standards of accuracy and confidential in record keeping.*

*-Organise activities for indoor and outdoor learning.*

*-Ensure child protection procedures are adhere to.*

**PROFESSIONAL QUALIFICATIONS**

*-Diploma in Education Primary – Majoring in Early Childhood Development (ECD)*

*-Certificate in Early Childhood Development*

*-Certificate in Peer Education*

*-Certificate in Cutting and Designing*



**AREAS OF EXPERTISE**

*Child development from birth to 6 years*

*Play Centre administration*

*Work shop making educational toys*

*Play Centre health and special needs*

*Use of nature in education*

*Principles of early childhood education*

*Pre-writing skills and advanced learning at the play centre*

**PERSONAL SKILLS**

*Ability to handle pressure*

*Multi tasked*

*Ability to work in a team*

*Ability to delegate*

*Hard worker*

*Attention to detail*

**PERSORNAL DETAILS**

*Gender: Female*

*Marital Status: Married*

*Passport Number: DN504183*

*DOB: 28 AUGUST 1980*

*Visa Status: Visitor*

*Expiry Date:03 NOVEMBER 2016*

*Nationality: Zimbabwean*

**ACDEMIC QUALIFICATIONS**

*GSCE ODINARY LEVELS-5 SUBJECTS PASSES*

***CAREER INTEREST***

*-Sewing*

*-Cooking*

*-Sporting*

* ***Sporting Activities*** *– Volleyball, Netball,*

**REFERENCES**

*Available upon request*