**LAURA**

[**LAURA.325537@2freemail.com**](mailto:LAURA.325537@2freemail.com)

­­­­­­­­­­­­­­­­­­­­­­­­­­**Nursery Teacher, Administration, Management**

Energetic and enthusiastic EARLY YEARS TEACHER for age groups 0 – 6 years, plans age appropriate child-centered lessons, and engages all children with care and compassion. Excellent communication skills, verbal and written. Continuously learning, and inspires others to do the same.

EDUCATION

**Certificate: Early Childhood Development for Policy Makers and Practitioners**

**THE WORLD BANK • E-learning course • 2016**

**Certificate: Teaching English as a Foreign Language (TEFL)**

**THE INTERNATIONAL ENGLISH SCHOOL • Somerset West, South Africa •2011**

**Bachelor of Commerce in General Business Management**

**UNIVERSITY OF SOUTH AFRICA • Cape Town, South Africa • 2010**

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PROFFESSIONAL EXPERIENCE

**MOTHER BEAR DAY CARE • Strand, SA • Jul 2012 – Dec 2016**

*A home based family run Day Care Center for children aged 0 – 6 years.*

**Early Years Lead Teacher**

* Managed a class of 12 children of mixed ages, preparing fun educational activities.
* Monitored development of each child and liaised with parents.
* Acted as a primary emotional resource to the children.
* Replaced the Principal and Founder during her leave periods.

**FAJRUL ISLAM DAWAH AND EDUCATION CENTER • Cape Town, SA • Jan 2011 – Apr 2012**

*A community based NGO that promotes Islam as a complete, balanced and comprehensive way of life that promotes social and moral upliftment through education and assistance.*

**Office Administrator, Event Planner, New Muslim Mentor**

Managed the office of the Director, accepted all donations, and organized classes for new Muslims.

* Planned events such as the annual fundraising Jalsa, and educational outreach programs at schools and universities with local and international guest speakers.
* Performed public speaking engagements.
* Mentored new Muslims and created a support group for ladies.

**VOICE OF THE CAPE RADIO • Cape Town, SA • Jan 2009 – Nov 2010**

*An interest-defined community broadcaster with a local and international listenership and the primary online news site for matters of cultural, political, social and economic significance to the Cape Town Muslim community.*

**Radio Host, Producer, Content Writer and Web Assistant**

* Hosted a 3 hour daily morning talk show.
* Produced my own show and many others.
* Edited and packaged sound.
* Updated website news articles, photos and daily programming schedule.
* Produced unique written content based on radio interviews.

**PRIMI ROYAL BOUTIQUE HOTELS • Cape Town, SA • Sep 2007 – Dec 2008**

*A four-star boutique hotel on the Camps Bay beachfront.*

**Duty Manager**

Ensured that all Front Office functions ran smoothly. Made bookings, welcomed guests, assisted with arrivals and departures. Recommended activities and restaurants.

* Responsible for all VIP guests.
* Supervised Housekeeping, Kitchen, Porters and Maintenance.

**CAFÉ CAPRICE • Camps Bay, Cape Town, SA • Aug 2003 – Aug 2007**

*A world-renowned landmark destination cocktail bar in Camps Bay.*

**Front of House Manager**

Managed all operations (including cost management and budgeting), reporting to the General Manager and Owner.

* Luxury brand relationship management with top spenders and local and international celebrities.
* Procured and trained staff, designing specialized training manuals.