**CURRICULUM VITAE**

## Name: JUDIT

JUDIT.347848@2freemail.com

# QUALIFICATION - College (2 degree)

* Nursery School Teacher
* Primary School Teacher

# EDUCATION

**1996-2000 Kecskemét Teachers College, Kecskemét, Hungary** Nursery School Teacher and Primary School Teacher Specialization: Hungarian-language Teacher

## 1992-1996 Technical College, Kazincbarcika, Hungary

Nursery School Teacher

# EMPLOYMENT EXPERIENCE

### Experiences in Abu Dhabi:

* **2016 Principal** - Happy Jump Nursery - Shamkha - Abu Dhabi

Villa no. 68

My tasks was:

* + Responsibility for and to oversee the day to day management, staffing, organization and smooth running of the nursery having a key role in planning and monitoring of the nursery and implementing essential policies and procedures
	+ Responsible at all times for high standards of care and education of children between one month baby to four years old child in accordance with statutory requirements
	+ Ensure the EYFS is promoted and delivered within the setting and the principles adhered to
	+ Supervise the work of teachers and teacher assistants
	+ Keep register, up to date records, reports and attendances of all stuff and children for the Owner and other members of the management team
	+ Order and maintain equipments and resources to the nursery
* **2016 Nursery Teacher -** Bedayati Nursery - Abu Dhabi

 Behind Abu Dhabi Women 's College

 Al Najda Street

I was responsible for 16 (basically arabic) children ages between 2 to 3 years

old -developing their skills 7 hours daily

**2011-2012 Nursery School Teacher -** „Hétszínvirág” Art Kindergarten

### FerencMedgyessy road 1., Budapest, 1039,

 Hungary

The profile of the institution is an art educational program, and a hungarian folklore. I led a composite ages (from 3 till 7) child group (23 children) there. Weekly I held contact with sellers of the training aids companies; furthermore my task was a prodacts commission and also distribution.

**2008-2010 Administrator,** later **Presenter** - BorsodChem Ltd.

### Bolyai place 1.,Kazincbarcika, 3700, Hungary

My responsibility was (about 1700 people each week): allowance administration (commission and coordination of distribution for bus lease and much type of voucers; expenses of personal car’s petrol). Furthermore keeping session with voucer manufacturer companies and a local transport company; bills and data recording of the employee’s work time (in „SAP – Piramis” – sistem); organization and transaction of conferences; preparation and administration of contracts.

**2007-2008 Childdance Trainer** – AgriaDanceSport Club

### Görög road 17., Eger, 3300, Hungary

I worked facilities evelopment with „T.ET.” program on children from 6 till 16 ages (5 group). I organized dance performance on nursery’s and school’s events.

**2005-2007 Primary School Teacher**and **Form Master –** ÁrpádLajos

### Elementary School

EndreSágvári road 29.,Dédestapolcsány, 3643, Hungary

In the first four grade (children from 6 till 10 ages) I teached each subject (hungarian literature and grammar, mathematics, enviromental studies, technics, song and music, drawing, physical training). In the second four grade (children from 11 till 15 ages) I teachedhungarian literature and grammar. I was a form master of the third grade.

**2005 Saleswoman – „**OTP Garancia” Insurance

### Kazincbarcika, 3700, Hungary

My job was: visit and keep contact with customers; make costumers signing contratcts on life insurances and house insurances, visit costumers who has money dept and dept recovery.

**2000-2005 Nursery School Teacher –** Innercity Nursery,

### Rainbow Kindergarten

### Kazincbarcika, 3700, Hungary

I led composite ages (from 3 till 7) child group. Moreover my work was scout child talent in sports activities, coaching them for competitions; organizing child’s camps.

# Supplementary training

## 2007 University of Miskolc

„The prevencion of the violence amoung the young people” course.

# Languages

Hungarian - native

English - advanced

German – pre-intermediate

Arabic - elementary

# Computer knowledge

User level (Windows XP, MS Word, MS Excel, Internet)

# Drive license

„B”-type driving license

# Hobbies

Reading –specially real stories and psychological, historical books Travelling – to meet other cultures.