***Christie***

Sydney Australia

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**Education**

Accredited Proficient Early Childhood Teacher-BOSTES-Sydney July 2016

Bachelor of Arts in Early Childhood Education-Learning Disabilities Notre Dame University, 2007 - Assessed and approved by ACECQA

Lebanese Baccalaureate Part II – Humanities section

Lebanese Evangelical School for Boys and Girls, Lebanon, 2003

**Honors**

NSW National Award- Best Activity in Australia Child Care Week 2012

Lebanese Baccalaureate Part II - graduated with honor

Dean’s list (Academic Excellence) at Notre Dame University

**Other Qualifications**

**-**Learning through Culture Framework-July 2017

**-**Bullying and Harassment for Employees Training-March 2017

**-**Duty of Care for Workers, EM Learning, January 2017

**-**Supporting children’s self-regulation: from birth to 3 years , September 2016

-Predict, Assess & Respond to Aggressive/Challenging Behaviour, May 2015

-Partnerships with Families, April, 2015

-KeyWord Sign, July 2014

-Identifying and Responding to Risk of Harm November, 2014

-Management of People Training - University of Sydney 2013

-First aid management of Anaphylaxis and Emergency Management of Asthma in the workplace. January 2012

-Early Years Learning Framework Professional Learning Workshop-June 2011

-Information session on the National Quality Framework-Ectarc-March 2011

-Legal Responsibilities of Licensees and Committee Members- 8 July 2011

-Marketing: Centre Based Care Defining and Packaging- Ectarc-5 July 2011

-Recruitment of Staff- Ectarc- 5 July 2011

-Manage children’s services workplace practice to address regulations and quality assurance CHCIC501A-15 October 2010

-Responsibilities of an Authorised Supervisor-28 September 2010

-Identify and respond to children and young people at risk

CHCCHILD401A-10 October 2010

-Spotlight on Behaviour- 13 October 2010

-Food Safety (Follow Basic Food Safety Practices) -17 September 2010

-ASCIA Anaphylaxis e-training- 11 August 2010

-Senior First Aid including CPR - 22 June 2010  Updated 10 May 2013

-Keep them safe (Mandatory Reporter Guide)-2010

**Languages**

English

Arabic

French

**Experience**

**Major Related:**

**Director of SDN Children’s Services at Ultimo TAFE-Australia, NSW**

July 2013-Present

Responsibilities included:

Oversee the day-to-day operation of the centre including compliance with the National law and regulations.

**Director of Maroubra Early Learning Centre, Guardian Child Care Alliance- Australia, NSW.**

August 2010-June 2013

Oversee the day-to-day operation of the centre including compliance with the National law and regulations.

**Director of Centennial Park Early Learning Centre, Australia**

December 2009-July 2011

Responsibilities included:

First line of responsibility for the effective administration and operation of the Centre as a whole including but not limited to:

-Enrolments

-Fee collection, receipts, invoicing, account reconciliations, etc in a timely manner.

-Management and maintenance of all staff records

-Management and maintenance of all child records

-Management and maintenance of all parent/staff information nights

-Responsibility for overseeing Children Services Regulations, legislations, NSW Curriculum and Quality Framework.

-Management of all staffing matter, including rosters, appraisals, monthly staff meetings and induction of new staff

- The first point of contact for all parents and families

-Responsibility for the correct application and adherence to all OH&S and general policies and procedures as required by CPELC policies and procedures

Responsibility for overseeing all programming and observations of children in all relevant rooms

-Responsibility for the production of a monthly Newsletter to all parents reporting on the month in review and to advise them of any information they need

**Full time Teacher at Centennial Park Early learning Centre, Australia**

January 2009-December 2009 I got promoted to become the centre Director

Responsibilities included: Working with children 2-5 years implementing and evaluating individual program, undertaking daily large group experiences, carrying out parent/teacher interviews, organizing family meetings as well as daily routine tasks.

ECT at Kambala Girls School, Sydney, Australia

**Oct 2008 – Dec 2008 (Short – term replacement)**

Responsibilities included: Assisting in the implementation of the daily program, planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies, supervising the classroom and taking care of the children.(0-5 years)

Director and Special Education Teacher at Lebanon Evangelical School, Beirut, Lebanon

**Sept 2006 – June 2008**

Responsibilities included: Providing direct services and assistance as needed to special needs students like dyslexic and autistic students, monitoring and reviewing the monthly progress for each student and holding monthly phone conferences with their families, maintaining accurate and complete student records and preparing reports on children, preparing materials and classrooms for class activities, establishing and enforcing rules of behavior and policies and procedures to maintain order among the children. (2-5 years)

**English Teacher at New Generation College, Beirut, Lebanon**

Oct 2005 – July 2006

Responsibilities included: Teaching English to grades 10, preparing class material and student activities, writing student reports.

**Non-Major – Related:**

**Ticketing Officer at Planete Cinema, Beirut, Lebanon**

May 2004 – Sep 2005

Responsibilities included: Selling cinema tickets, dealing with people over the counter and preparing daily sales report.

**Executive Assistant at Rolling Group, Beirut, Lebanon**

Jan 2003 – August 2005

Responsibilities included: Performing daily administrative tasks, reviewing letters and reports and preparing travel arrangements and hotel bookings.

**Internship and Volunteer Work:**

Lebanese Evangelical School, Beirut, Lebanon (Internship)

Responsibilities included: Working with dyslexic children at grade 3 and teaching English, Science and Mathematics to grade 1.

**Volunteer at Friends of Handicapped association, Beirut, Lebanon**

Responsibilities included: Taking care of children with different disabilities.

Volunteer at ALI for ABA (Autistic Learning Institute), Beirut, Lebanon

Responsibilities included: Working with severe autistic children using the Applied Behavioral Analysis.

**Skills**

Analytical skills

Interpersonal communication skills

Letter and report writing

Information gathering techniques

Computer skills: Knowledge of Microsoft Office

Hobbies

Reading, Swimming, Travelling