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JOB TARGET: TEACHING CHILDREN WITH SPECIAL NEEDS

♦ Schooling Deaf Children - Auditory Verbal Techniques ♦

Possessing a range of teaching qualities including patience, empathy, tact, diplomacy and excellent background experience that has required the highest level of communication skills. I now intend to study for a Masters in Deaf Education or a PGCE qualification specialising in Early Childhood Education and pursue a career in teaching children with sensory impairments, with the immediate aim of working in auditory-verbal therapy within a sensory impairment specialist team or a primary school.

TEACHING SKILLS AND EXPERIENCE

- Teaching special needs
- Auditory/Verbal Therapy
- Communication in early years
- Differentiating learning activities
- Organising events/programmes
- Teaching English as a Foreign Language
- Computer literacy
- Administration
- Pastoral care

EDUCATION

B.A. (Hons)	Music, Kingston University (2:1)	1990 - 93
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PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

PLAYGROUP VOLUNTEER (occasional work)

Jan 05 - Jun 08

Write Company A Here

The Shepherd Centre was the first early intervention centre its kind in Australia for hearing impaired children. Research and teaching practices are based on those used at the John Tracy Clinic in Los Angeles.

- Involved in teaching children (0-5 years) with hearing impairments and varying receptive and expressive language skills to communicate using listening and speaking rather than lip reading or sign language.
 - Helped the children come together, socialise and play by establishing activities that stimulated gross and fine motor skills, imaginative play and sensory development.
 - Developed language by choosing themes that encouraged children to play and work with crafts.
 - Developed an understanding and appreciation of the importance of the pastoral care role as well as working alongside parents, having encouraged the children's families to maximise their listening and language experience.
 - Worked as part of a multi disciplinary team which included other Teachers, Support Teachers, Auditory Verbal Therapists, Speech Pathologists and Audiologists.
 - Advised and supported staff on planning of playgroup sessions.
 - **Volunteer** (Adult Migrant English Service, Sydney). During this time I taught English to a Chinese immigrant at weekends.
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PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

SECRETARIAL SERVICES (Business Contractor)

Apr 01 - May 05

Self-employed, Sydney, Australia

Contracted out my secretarial services to barristers and solicitors in Sydney. This was high pressure work - for example, barristers received briefs at the last minute and I had to immediately prepare court documents before they went to court as short notice.

- Established the business and developed a client base within 3 months.
- Quickly gained an excellent reputation as a fast, accurate, personable typist who delivered work to a high standard. I always met tight deadlines and was constantly in demand.
- Marketed my services to the legal profession, liaising with solicitors and barristers.
- Professional negligence, corporate and commercial, banking, insolvency, equity, workers compensation and criminal law barristers all used my services.

PERSONAL ASSISTANT

Jan 00 - Mar 01

Write Company B Here

A senior role, fully involved in all aspects of running their practices. Supported two barristers specialising in banking, professional negligence, insolvency, equity and building and construction law.

- Involved in the provision of legal assistance to visiting overseas athletes during the Sydney 2000 Olympics.
- Arranged international travel, handled personal correspondence and managed barristers' diaries.
- Implemented new administrative procedures.
- Liaised with solicitors, judges' associates and the NSW Bar Association.
- Managed accounts: produced billing reports, administered wages, tax and superannuation for staff.

PERSONAL ASSISTANT (temporary position)

Sep 99 - Jan 00

Write Company C Here

- PA to a barrister specialising in Workers Compensation. The work involved audio-typing, filing brief documentation and dealing with incoming queries.

SECRETARY TO PARTNER

May 98 - Aug 99

Write Company D Here

- Responsible for completing Land Registry forms, organising monthly team meetings, liaison with titled land owners, involvement in the processing of sales of Lordships of the Manor.
- Department representative at monthly secretarial and support staff meetings.
- Word processing, audio-typing, copy-typing and shorthand.

EARLY CAREER SUMMARY

Secretary	Bryer & Bizley, UK.	Jan 97 - Apr 98
Diary Service	Management of diaries for the classical music industry, Dorking, UK.	1993 - 96

Communication Skills

Demonstrated communication skills in the ability to run my business and generate work from barristers. When living in Belgium I had to communicate in a foreign language. I have worked successfully in both the worlds of law and deaf education.

I.T. Skills

Microsoft Office, e-mail, Powerpoint and extensive use of databases (including Access) Internet and basic web page design. RSA Stage III IBT, Word Processing and Audio Transcription, Typing 80 wpm, Shorthand 50 wpm.

Interests and Pastimes:

Gym, Languages, Travel, Piano and Violin (Grade VIII).

Nationality:

British.

Languages:

English (*Mother Tongue*). *Fluent* French.

Born:

1975.

References available on request.