

15/390 Port Hacking Road
Caringbah
2229
NSW

Dear Sir or Madam

I am a qualified child care educator currently in full time employment. I am moving to St. Ives and looking for full-time employment in this area.

I am a passionate and motivated educator who is dedicated to providing a safe, comfortable and positive learning environment. I am hard working, reliable and versatile with the ability to adapt effectively to new challenges and contributing to the success of this new facility.

As an enthusiastic person I am committed to undertaking and updating my skills through continuous development. I enjoy learning new skills and committed to continuous development. I would welcome the opportunity to meet with you and view your new facilities. Thank you very much for your consideration and I look forward to hearing from you.

Yours sincerely
Skye Roberts

Skye Roberts

15/390 Port Hacking Road, Caringbah NSW 2229

Mobile: 0411232788

Email: skye_roberts91@hotmail.com

Education

April 2012 - Diploma of Children's Services, TAFE NSW

(Early Childhood education and care)

December 2009 - Certificate III in Community Services Work, TAFE NSW

December 2008 - Certificate II in Community Services Work, TAFE NSW

• December 2008 - Higher School Certificate, Kiama High School

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Employment

2009 – Child Care Worker

Gerringong Pre-School Education Centre, Gerringong

- Plan and implement developmental programs based on observation of individual children
- Observe and record children's growth, behaviour and development, and discuss these with parents
- Integrate children with special needs into the program, modifying the program and the physical environment if necessary
- Supervise and train staff
- Prepare play and learning materials and set up the children's environment
- Supervise children's play, making sure of their physical safety at all times
- Help children with daily routines such as toileting, dressing, eating and sleeping
- Guide children's behaviour and social development
- Prepare light snacks and meals
- Maintain a safe, clean, appealing environment
- Perform simple first aid in emergencies.

Papa Bear Childcare, Miranda

- 3 years experience, still at this centre today

Skills and Attributes

• Speaking - Talking to others to convey information effectively.	
• Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action	
• Service Orientation - Actively looking for ways to help people	

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| <ul style="list-style-type: none"> • Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do. | |
| <ul style="list-style-type: none"> • Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems | |

Certificates & Courses

- Approval of supervisor certificate 2013
- Professional Development in OH&S
- HLTFA311A Apply First Aid 2016
Certificate II Emergency Medical Service First Response
- Programming & Observation Skills
- National Quality Framework
- Life Education Program for Children
- Fire Safety Awareness for Preschoolers
- Nutrition and Food Handlers Certificate

Awards

- 2013 Australian Family Early education & Care Awards. Shortlisted in the category of Educational Experience – Rising Star Award
- Super trooper- for being a hard worker/ team worker/ positive communication shared between team members and families

Personal Attributes

- Alert, observant and active
- Able to use judgment and initiative
- Willing to accept responsibility
- Able to relate well to children and their parents
- Able to work independently
- Communicate well with others
- Dedicated team member
- Enthusiastic and hard working
- Caring, friendly and passionate
- Ensuring all children, families and co workers to feel a sense of well being and belonging.

Referees

Tanya Summerside
 Authorised supervisor
 Gerringong Pre-School
 Worked together for 6 years
 Ph-0438826928

Karoline
 Co-worker/ supervisor
 Papa Bear Childcare centre
 Worked together for 12months
 Ph- 0424233103

