



# Mary Allaine Victoriano

## Contact Info


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Rooty Hill, NSW 2766

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## Education

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### Diploma of Early Childhood Education and Care

4Life College (Australian Learning Group)

(July 2018- Present)

### Bachelor Elementary Education major in Special Education

St. Paul University Manila  
Teacher Education Program, College of Education  
Manila, Philippines

(June 2013-May 2017)

## Certificates

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- Current NSW Working with Children's Check
- Current First-Aid Certificate, Asthma and Anaphylaxis training

## Work Experience

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### Expect A Star

(November 2019-Present)

#### Casual Assistant Educator

- Positively interact with all children, nurturing their confidence and self-esteem giving each child individual attention and comfort throughout the day.
- Work with staff members to ensure the smooth operation of the day to day running of the centre in accordance to your centre's policies and procedures.
- Assist staff in the daily routine of appropriate early childhood education and experiences.
- Participate in supervising indoor/outdoor environments to provide safety for the children at all times.
- Ensure a clean and healthy environment for all children

### Krusty Keys Grilled Burger

(May 2016-April 2018)

#### General Manager

- Delivered exceptional, friendly, and fast service
- Skilfully anticipated and addressed guests' service needs
- Managed closing duties, including restocking items and reconciliation of the cash drawer
- Increasing sales and customer service level
- Prepare food and beverage

### Patriot Accommodation

(March 2016-April 2018)

#### Assistant Manager

- Informs guests about the hotel facilities, policies and procedures.
- Takes action in all matters related to the safety, security and satisfaction and wellbeing of accommodation guests and employees.
- Resolves customer complaints from all areas of the accommodation, handling all guest interactions with the highest level of hospitality and professionalism, accommodating special requests whenever possible, assists customers in all inquiries in connection with accommodation services. Responds to all guest requests in an accurate and timely manner

### Hope Horizon School for Giftedness Inc.

(June 2017- March 2018)

#### Special Education Teacher

- Assisting Children with Special Needs, age group of 3 to 15 years old (Autism Spectrum Disorder, Global Developmental Delay, Attention Deficit Hyperactivity Disorder)
- Creating Individualised Education Plan (IEP) to meet the needs of the students and improve educational results
- Designing and developing instructional materials

-Experiential Learning Approach

-Implement teaching and learning wellbeing programs that reflect best practice.

## Skills

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- A hardworking, patient and passionate person
- Highly adaptable, flexible, positive, friendly, relationship-builder, responsible with a cultural sensitivity and an ability to create a diverse workforce in a multicultural environment.
- Demonstrates computer proficiency and word processing skills.
- Well-developed interpersonal, communication and documentation skills and the capacity to build and maintain relationships and trust.
- Effective problem-solving skills by dealing with problems calmly and efficiently
- An ability to work both as part of a co-operative team and also independently

## Referees

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References will be provided upon request.