

EMILY KRYSZTOFORSKI

Phone number:

0402505703

Email:

emk190299@gmail.com

Address:

76B woodriff Street

Penrith, 2750

OVERVIEW-

After working in the family business, I decided that I would love to work with children and succeeded in completing my Certificate 3 in In Early Childhood Education and Care, and finished my Diploma in Early Childhood Education and Care in April 2020.

Colleagues would describe me as hard working, patient and determined.

I look forward to discussing the opportunity, and thank you for taking the time to meet with me.

EXPERIENCE

PETIT EARLY LEARNING JOURNEY, ELDERSLIE

Employed full time in toddler room May 2020- Present

Duties include; Taking down observations, programming and planning, writing midyear and yearly reports, documenting a& communicating with parents, collaboration with staff on a daily basis, supervision of children, feeding, putting children to sleep, cleaning, following policies and procedures, knowledge of EYLF, NQS and following regulations.

Friendly Faces Childcare Padstow 2018-2020

Traineeship Certificate 3 2018-2019- duties included; Supervision of children, cleaning duties, changing nappies, engaging in play/experiences with children, covering shift in nursery room, toddler room, and pre-schoolroom.

Traineeship in Diploma employed as full time educator in nurse room 2019-2020 – Taking down observations, programming and planning, writing midyear and yearly reports, documenting a& communicating with parents, collaboration with staff on a daily basis, supervision of children, feeding, putting children to sleep, cleaning, following policies and procedures, knowledge of EYLF, NQS and following regulations.

Pallet Racking and More - Administration Assistant - 2017- 2018

MYOB 2018.1, Entering of Sales Invoices, Purchase Invoices, Bank Feeds, preparing orders, answering telephones, sending emails, liaising with customers and suppliers, Cleaning of workplace, Excel and spreadsheets.

KFC Mudgee- Customer service- 2016-2017

Opening and closing of restaurant, understanding and implementing company policies and procedures, training staff, Hospitality and Customer Service Skills, Knowledge of menu and POS systems, Maintaining a cleanly working environment, Customer service skills, dealing with customer complaints, End of shift cash up and balancing tills, Making coffees.

McDonalds Mudgee - Customer Service- 2014-2016

Serving drinks, taking orders, making coffees, taking food from the kitchen to customers, cash handling, training new staff.

EDUCATION

- **St Matthews Catholic School (graduated HSC 2016)**

TRAINING-

- **MYOB Training Centre Sydney - Day to Day Processes with Accountright**
- **2018 Certificate 3 In Early Childhood Education and Care**
- **Diploma in Early Childhood Education and Care**
- **First Aid HLTAID004**
- **Asthma and Anaphylaxis training**

REFERENCES

Casey Ward Centre Director, Friendly Faces Childcare Padstow –

02 97736762

Cecilia Krysztoforski – Director, Pallet Racking and More Pty Ltd -

1300 243 901

Fran Manusu - long time family friend

0400640043