

# Jane Doe

## Curriculum Vitae

### Profile

Reliable, lively and adaptable professional with a background in education and childcare and expertise in the recruitment arena. A self-starter, equally comfortable as a team player or leader. Well developed communication and inter-personal skills. Currently looking for opportunities to utilise existing skills.

### Career History (Paid Employment)

#### ***May 2005 to Present* Studya Recruitment [Education] London**

Assignments in Educational establishments in Central and East London. Recent ongoing booking at 'Centre of Excellence' in North London. Assisted in curriculum planning and organising in and outdoor activities. Children aged from 3-5 yrs.

#### ***Feb 2005 to April 2005* Temporary Nursery Practitioner, Studya Recruitment (Education), Brighton**

- Working in various educational establishments in Brighton & Hove
- Planning and organising age appropriate indoor and outdoor activities, geared towards foundation stage
- Placements have included an ongoing booking at a Brighton nursery school awarded "Outstanding" by OFSTED.

#### ***Nov 2004 to Jan 2005* Temporary childcare (6 months – 4 years), Studya Childcare, Brighton and Hanover Care, Brighton**

#### ***October 2004* Temping, Studya, London**

#### ***April 2004 to Sept 2004* Temporary childcare, Studya Agency, London**

#### ***Dec 2003 to March 2004* Education and nanny recruitment, Studya Recruitment, Clapham**

#### ***Oct 2003 to Dec 2003* Nursery Nurse, Studya Recruitment, Richmond**

#### ***June 2001 to Sept 2003* Recruitment Consultant, Clapham**

- Responsible for a pool of Schools and Teachers in SW Boroughs
- Recruited daily and long term teachers into SW London Primary and Secondary Schools
- Visiting Schools and liaising with Head teachers, LEA'S/RSM'S
- Business Planning
- Social events organiser

#### ***Jan 2001 to May 2001* Studya Advertising/Marketing Division, London**

- Researched new leads and grew Client base in SW London
- Developed sound customer service / product skills
- Reached deadlines and targets

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**July 2000 to Dec 2001**      **Temping, 'Occasional & Permanent Nannies' London**

**Jan 1996 to Dec 1999**      **Early Years Teaching Assistant, Studya High School**

- Worked with Early Years planning and organising Curriculum.
- Liased with SEN and other Professional Bodies
- Went through two OFSTED Inspections
- Maintained records of development
- Attended parents evenings and social events (Voluntary Work)

**Aug 1994 to Dec 1995**      **Nanny for Cambridge/London Studya Agency**

**Sept 1991 to July 1994**      **Early Years Co-ordinator, Studya's Prep School, Cambridge**

- Planned and organised Early Years Curriculum
- Supervised staff and students
- Maintained records of children's development

### Voluntary Work

After leaving college in 1987, I was involved in a range of voluntary work in the childcare sector. This included working on holiday play schemes for children with special needs and 2 summers working in the USA for 'Studya Camp.

### Qualifications

**BA (Hons) 2:2**      English Literature with Education  
**NNEB**              Cambridge Regional College  
**A Level**            English Literature  
**8 GCE'S**            Including English Literature and English Language

### Personal

Contact:

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E-mail janedoe@studya.com

*Date of Birth*      21<sup>st</sup> July 1969      *Driving Licence*      Full, clean

### Interests

Outside work I have a general interest in the arts and regularly visit exhibitions, galleries, theatres and cinemas. I also enjoy travelling and spent time working in the USA. I have recently taken up walking.