

## **Curriculum Vitae**

**Name:** SHARON FERNANDES-PEREIRA, Mrs.

**Date of Birth:** May 20, 1983.

**Nationality:** Indian

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**Personal Objectives**

- To add towards the productivity and growth of the organization in which I am employed.
- To learn and advance as a person in values, knowledge, and capacity.

**Career Objectives**

- To secure a position in an esteemed company that will allow me to achieve my personal goals and further them.
- To contribute towards an engaging work environment, either as a part of a team or individually, in order to bring prestige and pride to my organization.

**Education History**

<b>Year</b>	<b>Course</b>	<b>Institution</b>
2018	Diploma in Early Childhood Care and Education	National Academy
March 2015	Bachelors of Commerce	Calorx Teachers University
March 2000	Higher Secondary Certification	St. Andrew's College
March 1998	Senior Secondary Certification	Mary Immaculate Girl's High School

## Professional History

Year	Type	Position	Organization
16 <sup>th</sup> Jan 2023-6 <sup>th</sup> Dec 2023	Full-time	<u>Co-ordinator/MTP Facilitator- Preschool and Daycare</u> <ul style="list-style-type: none"> <li>- Participate in creating and implementing training programs</li> <li>- Book classrooms and ensure they are fully set up</li> <li>- Resolve issues as they arise onset</li> <li>- Consult and support teachers with implementing school procedures</li> <li>- Proactively communicate with Parents/family and respond to their queries</li> <li>- Handle admission enquiries</li> <li>- Handling operating staff/housekeeping and maintaining a clean environment for kids</li> <li>- Maintain and update all the documentation related to students throughout the year</li> <li>- Support teachers with queries in regards to their curriculum and lesson plans</li> <li>- Handling Planning and conducting Mother toddler Program</li> </ul>	Tiny Tots
1 <sup>st</sup> October 2018-1 <sup>st</sup> May 2019	Full-Time	<u>Teacher – Pre-Primary</u> <ul style="list-style-type: none"> <li>- Delivered creative and interactive activities to an average of 30 students between 4 to 5 years of age.</li> <li>- Developed and coordinated field trips for students while receiving 95% positive feedback from parents and students.</li> <li>- Implemented multiple music and art related activities that improved students' creative skills.</li> <li>- Distributed and collected test and homework assignments and prepare them for grading.</li> </ul>	Budding Blossoms

		<ul style="list-style-type: none"> <li>- Implemented programs that allowed students to act out characters from story-time activities.</li> <li>- Constantly communicated with parents to report on student behavior, social developmental progress, and any observable health conditions.</li> <li>- Taught literacy and arithmetic competence to students.</li> <li>- Providing additional support when needed to students with learning difficulties to achieve basic aptitude.</li> </ul>	
1 July 2007-25 May 2011	Full-time	<p><u>Cabin Crew</u></p> <ul style="list-style-type: none"> <li>- Completed over 4500 hours of international and domestic flights at a minimum.</li> <li>- Underwent 'Inspired Service Team Training' in order to operate in First and Business Classes.</li> <li>- Attended pre-flight meetings to discuss flight details, verify adequate food supplies, and emergency equipment are on board, along with assistance in cleaning between flights.</li> <li>- Instructed and demonstrated to passengers the use of emergency exits and equipment, and checked to see belts are fastened, seats are in upright positions, and carry- on items are appropriately stored in overhead bins.</li> <li>- Part-time Grooming Instructor for new recruits.</li> <li>- Licensed to operate on multiple aircrafts (Airbus A319, A320, A330, A332, A340, Boeing 777, 767).</li> </ul>	Etihad Airways

		<ul style="list-style-type: none"> <li>- Extensive experience of providing in-flight customer service.</li> <li>- Served guests food and beverages, and dispensed items for comfort and entertainment.</li> <li>- Capable of handling various kinds of passenger emergencies in a competent manner.</li> <li>- In-depth knowledge in the administration of first-aid.</li> <li>- Remained punctual and reliable on all times.</li> </ul>	
1st Aug 2004-20 June 2007	Full-Time	<p><u>Cabin Crew</u></p> <ul style="list-style-type: none"> <li>- Completed over 4000 hours of international and domestic flights at a minimum.</li> <li>- Attended pre-flight meetings to discuss flight details, verify adequate food supplies, and emergency equipment are on board, along with assistance in cleaning between flights.</li> <li>- Instructed and demonstrated to passengers the use of emergency exits and equipment, and checked to see belts are fastened, seats are in upright positions, and carry- on items are appropriately stored in overhead bins.</li> <li>- Licensed to operate on multiple aircrafts (Airbus A319, A320, A321, A330, A332, A340, Boeing 777, 767).</li> <li>- Extensive experience of providing in-flight customer service.</li> <li>- Served guests food and beverages, and dispensed items for comfort and entertainment.</li> <li>- Capable of handling various kinds of passenger emergencies in a competent manner.</li> </ul>	Gulf Air

		<ul style="list-style-type: none"><li>- In-depth knowledge in the administration of first-aid.</li><li>- Remained punctual and reliable on all times.</li></ul>	
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**Miscellaneous**

- Languages: English (fluency in written and spoken), Hindi (fluency in written and spoken), Marathi (basic spoken and written).
- Participated in ‘Sutradhar – The Story of Learning’, a lecture demonstration on the role of music in learning.
- Participated in a course that entailed learning basic CPR and First-Aid.
- Bear a certificate of attainment for ‘Inspired Service’ team training.