

# Leticia Sousa Freitas

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Location: Adelaide, Australia.

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## Professional Summary

Dedicated Early Childhood Teacher with over three years of classroom experience implementing the Canadian curriculum and three years as a Coordinator Assistant in an International Baccalaureate (IB) school. Passionate about fostering children's development and committed to creating inclusive, engaging learning environments.

I live in Australia about a year and half to improve my communication skills in English and after this experience I'm ready to come back to the school environment to teach and to learn.

Looking for an opportunity to relocate to Europe and learn about the educational system in a first-world country

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## Professional Experience

### Housekeeper

*Base Camp Hostel* | January 2025 – Current Job

- Switch Linen for the check-outs of the day, Clean common areas such as the kitchen, living room, and dining room, clean the bathrooms, and collect the trash.

### Housekeeper

*Allure Hotel* | July 2024 – December 2024

- Switch Linen for the check-outs of the day, Clean common areas such as the kitchen, living room, and dining room, clean the bathrooms and collect the trash, and vacuum.

### Au Pair Program

*Sydney* | January 2024 – July 2024

- Start a morning routine such as brushing teeth, changing clothes, and offering breakfast.
- Take to extra classes like ballet, music class, and story time at the library.
- Go to parks, beaches, and museums to increase social skills and friendship.

### Head Teacher

*Maple Bear Canadian School* | May 2021 – December 2023

- Planned and executed math, ESL, fine motor, and gross motor activities for children aged 2-6 years.
- Conducted parent-teacher meetings and prepared detailed skill development reports each trimester.
- Promoted from Assistant Teacher to Head Teacher based on performance and leadership.

- Designed a unit project that was adopted across all same-grade classrooms in subsequent years.

### **Coordinator Assistant**

*Beacon School* | August 2018 – June 2021

- Supported the Coordinator and teaching staff with scheduling, event planning, and administration.
- Organized large-scale events, including year-end celebrations and open houses for parent engagement.
- Supervised daily child drop-off and dismissal, ensuring safety protocols and authorization checks.
- I progressed from receptionist to early childhood education (ECE) secretary and later to coordinator assistant.

### **Receptionist** (Commerce Building)

*GR Seguranca* | August 2017 – August 2018

- Check the IDs of guests and add the information to the database.
- Received and sorted the parcels.

### **Teacher Assistant and Coordinator Assistant**

*Escola Seiva Master* | February 2015 – June 2016

- Receive the kids at the entrance, check their bags, schedule notebooks, make crafts for further activities, and organize snack time and bathroom time before dismissal..
- Sort the material list and the materials for the teachers, organize the permissions for field trips, and help change kids for extra activities such as Ballet and Capoeira.

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## **Education**

### **Bachelor of Education evaluated by U.S. curriculum WES**

*Universidade Nove de Julho, Sao Paulo, Brazil* | Graduated: 2020

### **English Program – High-Intermediate Level**

*ILAC School, Toronto, Canada* | Completed: 2020

## **Certifications and Training**

- **IELTS Band 7** - Proficient C1 | 2024
- Currently undergoing ACECQA certification to qualify for Australian childcare roles.
- TEFL level 5 for The TEFL Academy.

## **Languages**

- Portuguese - Native
- English - Proficient
- Italian - Beginner - Having private classes with tutor
- Spanish - Beginner

## **Key Skills**

- Curriculum planning and implementation
  - Child safety and supervision
  - Event coordination and parent engagement
  - Strong communication and teamwork
  - Creativity and hands-on activity design
  - Patience, responsibility, and adaptability
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## **References**

Available upon request.