**Zabyah Mayet**

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**PERSONAL STATEMENT**

After taking a career break to raise a family I completed the TEFL Accredited Certificate (120 hrs). I have 2-years previous experience working as a teaching assistant in a nursery and primary school setting where I learned how to support struggling pupils in a range of subjects, including English. Prior to that I worked for the Department of Work & Pensions for over 10 years in a variety of departments as an administrator where I developed outstanding communication skills. I have a passion for learning and enjoy helping others to improve their prospects.

**KEY SKILLS**

* **Communication**: excellent written and verbal skills and able to easily build rapport.
* **Leadership**: motivated and taught small groups of children to increase learning.
* **Teamwork:** experienced collaborating as an effective and supportive team member.
* **Time management**: able to prioritise and manage own workload and experienced at working in a high-pressured environment.
* **Flexible and adaptable**: able to adapt to quickly changing situations whilst always remaining calm and professional.
* **IT**: proficient using Microsoft Office, TEAMS, Outlook and a variety of company databases.

**EMPLOYMENT HISTORY**

**Full-time Mum - 2005 to March 2022**

* Managed a busy daily schedule.
* Liaised with educational and medical professionals.
* Organised activities and events.
* Managed the household budget.
* Maintained a clean and safe environment.

**Teaching Assistant, Warwick Road Junior and Infants School, Batley - March 2003 to January 2005**

* Assisted teachers in preparing lesson materials and equipment and cleared away afterwards.
* Taught small groups of pupils who were under-achieving.
* Monitored, recorded, and reported pupil progress to teachers.
* Adhered to all safeguarding regulations.
* Marked and assessed work.
* Playground duties on a rota basis.

**Administrative Officer, Department for Work and Pensions, Dewsbury - October 1990 to June 2001**

* Dealt with telephone queries and called claimants.
* Inputted claimants’ entitlement onto internal systems.
* Assessed benefit claims for approval.
* Linked post received with claimant files.
* Supported management team.
* Adhered to all government legislation.

**Administrative Assistant, Batley Job Centre - November 1989 to March 1990**

* Reception duties, welcoming customers.
* Checked claims and input details onto computer system.
* Arranged further appointments.
* Completed forms and letters for dispatch to employers, jobseekers, and other government agencies.
* Processed incoming post and matched to claimant details.
* Adhered to all confidentiality regulations.

**EDUCATION, QUALIFICATIONS & TRAINING**

**The TEFL.Org**

* TEFL Accredited Certificate 120-hrs – August 2022

**BCS Chartered Institute for IT**

* Level 1 ECDL Certificate in IT User Skills (Diploma) – February 2020

**Skills & Education Group**

* CERTA Level 1 – Certificate in Interpretation – June 2020

**The Royal Society for Promotion of Health**

* Certificate in Health & Safety at work – October 2002

**HOBBIES AND INTERESTS**

I enjoy cooking and outdoor activities, especially spending quality time with family and friends.