Curriculum Vitae

 Melissa C. Tifflin

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PERSONAL DETAILS

Surname: Tifflin

First names: Melissa Celeste

Sex: Female

Identity number: 9201300122087

Nationality: South African

**Race:** Coloured

Languages: English

**CONTACT DETAILS**

Email: meltifflin7@gmail.com

**Cell number:** 073 278 5797

**Skype ID:** meltifflin7

**DRIVERS LICENSE**

Code 8

EDUCATION AND QUALIFICATIONS

School: St Annes Diocesan College

Period: 2005- 2009

Highest Qualification: Matric with exemption

Achievements: Canoeing Team Vice Captain, Peer Counselor and Sacristan

Tertiary Institution: University of KwaZulu Natal

Degree/Qualification: Bachelor of Social Science

Period: 2010- 2013

Duration: 4 years

Majors: English Studies, General Psychology, Industrial Psychology

Achievements: Graduated

Tertiary Institution: University of KwaZulu Natal

Degree/Qualification: BSc Honours in Psychology

Period: 2014- 2015

Duration: 1 year

Majors: Psychology

Achievements: Graduated

Tertiary Institution: University of South Africa (UNISA)

Degree/Qualification: PGCE (Post graduate certificate in Education, Early Childhood and Foundation Phase)

Period: 2018- current

Duration:

Majors: Early Childhood Education

Achievements: Graduated

Other Short Courses: Child Psychology

Institution:  Montgomery College, Rockville, MD, USA

Course: PSYC 215

Period: May 2015- August 2015

Other Short Courses: Modern Dance

Institution:  Montgomery College, Rockville, MD, USA

Course: Modern Dance I-DANC 103-002

Period: September 2015- December 2015

Other Short Courses: Museum Classes

Institution: Virginia International University, USA

Course: ESL Program: A Day at the Museum Program

Period: June 2016- July 2016

EMPLOYMENT HISTORY

Company name: Ashton International College

Job Title: Grade 00 Teacher

Period: April 2019- current

Reason for leaving: N/A

Company name: Ashton International College

Job Title: Grade R Teachers Assistant

Period: January 2018- March 2019

Reason for leaving: Promoted to Class teacher

Company name: Shanny’s Playschool at La Lucia (Preschool)

Job Title: Teachers Assistant

Period: June 2017- December 2017

Reason for leaving: Offered new position

Company name: Au pair SA

Job Title: Au pair for Mr. & Mrs. Schulze

Period: February 2017- current

Reason for leaving: N/A

Company name: Au pair in America

Job Title: Live-in Au pair for Tom and Amy Greaser

Period: May 2015- December 2016

Reason for leaving: End of contract

Company name: Rescue Care

Job Title: Admin assistant

Period: December 2014- April 2015

Reason for leaving: Temporary part-time position

Company name: Tree Tops Primary School

Job Title: Teachers Assistant

Period: June 2015- November 2015

Reason for leaving: Temporary part-time position

Company name: Cape Union Mart

Job Title: Store Assistant

Period: December 2012- February 2013

Reason for leaving: Temporary contract

Company name: Woolworths

Job Title: Store Assistant

Period: December 2009- January 2010

**Reason for leaving:** Temporary contract

Company name: TAG Promotional Company

Job Title: Product Promoter

Period: February 2010- January 2011

SOCIAL OUTREACH

St Monica's Children's Home

St Annes Diocesan College Social Responsibility Program

Fairhavens Babies Home

Milimani Educational Trust Outreach through St Michaels Anglican Church

**PERSONAL ACHIEVEMENT**

Lay Minister and Church Councilor at St Michaels Anglican Church

REFEREES

Prof. S.D. Edwards (Phd, Ded, DTE)

(c) +27 83 3200 392

(E-mail) sdedward@telkomsa.net

Rev. Gary Thompson

(c) +27 82 4423 241

(w) 031 765 5741

(E-mail) rector@holytrinity.co.za

Amy T. Greaser (previous employer)

Psychotherapist

(c) +1 202 207 6262

(E-mail) amytgreaser@gmail.com

REFERENCE LETTER

to whom it may concern:

i am happy to provide this letter to serve as a reference for melissa tifflin. melissa has been working in our home as an aupair since may 2015. she helps to take care of our four children (8 years, 7 years, 4 years and 6 months old). her duties include helping to manage their schedules, driving to and from school, driving to and from activities, meal preparation, and general care. she will be with us until november 2016 and it will be extremely difficult to see her go!

melissa possesses a multitude of characteristics that will make her a valuable asset to any organization or company she joins. she is extremely hard-working and never says no when she’s asked to do something. she is dedicated and one of the kindest people i know. she always stays calm in the most trying of situations and possesses a high level of patience. melissa has the ability to multi-task and this trait that is necessary when helping to manage a household with four young children! she is excellent at building meaningful relationships and this was evident from the time she first joined our family. she also adapts easily to new situations and is willing to learn anything that is asked of her.

i cannot say enough positive things about melissa. she truly has been such a gift to our family and will add so much to her next place of employment. please do not hesitate to contact me should you have any questions.

sincerely,

amy greaser

phone: 202-207-6262

email: amytgreaser@gmail.com