

Lameez Andrews

Governess, Assistant Teacher



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To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Teacher position. Ready to help team achieve company goals. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Enthusiastic Individual working to help students develop and maintain goal-oriented study habits for consistent academic success. Equally skilled at one-on-one and group lessons using adaptable teaching strategies for different types of learners. Accustomed to both in-person and online instruction for flexibility and multimedia integration to maximize lesson engagement.



Skills

Assertive
Dependable and Responsible
Flexible and Adaptable
Patient
Active Listening
Excellent Communication
Attention to Detail
Critical Thinking
Classroom Management
Individual and group instruction
Mentoring students
Behavior Management



Work History

2023-02 -
Current

Governess

Mashaal Mansour , Jeddah , Saudi Arabia

- Supported student physical, mental, and social development using classroom games and activities.
- Incorporated exciting and engaging activities to achieve student participation and hands-on learning.
- Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- Balanced playtime and limited screen time to support development of fine motor, gross motor, and cognitive skills.
- Built positive and nurturing environments to support child social and emotional growth.
- Established lasting, professional connections with families and children by encouraging open communication and delivering positive feedback.
- Played games, worked on puzzles, and read books to young children.
- Taught children everyday skills and language.
- Organized different types of activities to enhance physical and intellectual development.
- Met with parents about daily activities, positive developments, and issues.
- Maintained effective schedule balance between rest periods, active play, and instruction.
- Applied positive behavior management techniques to enhance social interactions and emotional development.
- Enforced rules and managed behavior through developmentally appropriate discipline.
- Developed creative activities to encourage physical, social and emotional growth.

2022-02 -
2022-12

Night Nurse

Shuruq Al Mejfel, Riyadh , Saudi Arabia

- Communicated with parents regarding children's progress and development, raising any issues.
- Sanitized dishes, tabletops, toys, and frequently touched surfaces to prevent spreading of germs.
- Communicated positively with children and guardians.
- Administered medications and fluids to newborn patients as dictated by physician instructions on charts.
- Organized and cleaned home after activities by picking up toys and straightening up play room.
- Organized activities that enhanced children's physical, emotional and social well-being.
- Established lasting, professional connections with families and children by encouraging open communication and delivering positive feedback.
- Built positive and nurturing environments to support child social and emotional growth.
- Facilitated relationships with children and parents by developing caring and structured home environments.
- Bathed, dressed, and helped with teeth brushing as part of bedtime preparation.

- Worked with parents to develop and implement discipline programs to promote positive behavior.

2020-11 -
2021-12

Primary School Teaching Assistant

Blouberggridge Primary , Cape Town , South Africa

- Relieved classroom teacher during breaks and maintained order and structure in classroom.
- Kept classrooms clean, neat, and properly sanitized for student health and classroom efficiency.
- Delivered personalized educational, behavioral, and emotional support to individual students to enable positive learning outcomes.
- Oversaw students in classroom and common areas to monitor, enforce rules, and support lead teacher.
- Administered tests and assessments to evaluate student progress and performance.
- Supported classroom activities, tutoring, and reviewing work.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, and objectives.
- Helped with grading assignments and tests, providing constructive feedback to students based on results.
- Provided instructional support to students unable to attend regular classes.
- Taught lessons encompassing skill-building activities in speaking, writing, reading and listening.
- Taught students subject-specific material, learning strategies, and social skills.
- Helped students develop self-esteem and life skills by fostering healthy conflict-resolution, critical thinking, and communication.
- Built positive relationships with parents to involve families in educational process.

2016-02 -
2019-11

Governess

Sohaib Majeed And Various, Cape Town, South Africa

- Collaborated with students to complete homework assignments, identify lagging skills, and correct weaknesses.
- Provided homework assistance using specific curriculum and materials.
- Supported students with helpful study habits and exam strategies.
- Collaborated with parents to develop appropriate tutoring lessons.
- Met with parents to discuss student progress and address concerns.
- Conducted group tutoring sessions to help students engage active learning and critical thinking skills.
- Coached and mentored less-experienced tutors to observe and measure outcomes.
- Created tailored lesson plans and study guides to teach and assist students in area of study.
- Used flashcards and other techniques to test and improve memory through practiced information retrieval.
- Developed methods to motivate and engage students in learning.

Daycare Teacher

2014-01 -
2015-02

Ana Moniz, Cape Town , South Africa

- Encouraged curiosity, exploration and problem-solving appropriate to children's development levels.
- Served as positive role model, promoting healthy interpersonal behaviors.
- Applied positive behavior management techniques to enhance social interactions and emotional development.
- Kept notes of behavior issues, food served, and medications administered to children.
- Met with parents about daily activities, positive developments, and issues.
- Observed play activities to identify positive behaviors and areas in need of improvement, implementing behavior redirection where appropriate.
- Incorporated music and play into developmentally appropriate activities.
- Maintained child-friendly environment by allowing frequent access to outdoor activities.
- Read and told stories to promote and support overall language development.
- Maintained daily records of children's individual activities, behaviors, meals, and naps.
- Established positive relationships with parent to collaboratively promote child's wellbeing.
- Monitored children's progress and identified areas of improvement.
- Assisted with meal preparation and feeding to meet children's dietary needs.

2011-04 -
2013-08

Carer

Meirambi House , Cape Town , South Africa

- Assisted with dressing guidance, grooming, meal preparation, and medication reminders.
- Assisted clients with daily living needs to maintain self-esteem and general wellness.
- Provided safe mobility support to help patients move around personal and public spaces.
- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Built strong relationships with clients to deliver emotional support and companionship.
- Engaged patients in meaningful conversation, socialization, and activity while providing personal care assistance.
- Assisted patients with self-administered medications.
- Turned and positioned bedbound patients to prevent bedsores and maintain comfort levels.
- Monitored client vital signs, administered medications, and tracked behaviors to keep healthcare supervisor well-informed.
- Changed dressings, bandages, and binders to maintain proper healing and sanitary measures.
- Implemented physical therapy to support patient improvement in muscle tone, range of motion and injury recovery.
- Replaced bandages, dressings and binders to care for wounds and encourage healing.
- Completed regular check-ins and progress report for each client.
- Guided patients to restroom to support bladder and bowel relief requirements.
- Assisted patients with bathing, grooming, dressing, and oral hygiene care both in private residences and facilities.

2006-04 -
2010-06

Customer Service Banker

Absa Bank, Cape Town , South Africa

- Educated customers about available services, products and bank resources.
- Addressed customer inquiries, requests and complaints with courtesy and professionalism.
- Collected feedback from customers to help improve service delivery and banking processes.
- Went above and beyond with service to promote loyalty and support bank goals.
- Stayed current on banking products, services and regulations to continue delivering top-notch service and support.
- Answered bank phone lines and directed customers to appropriate department to address concerns.
- Maintained friendly and professional customer interactions.
- Assisted customers with banking needs and inquiries.
- Executed wire transfers, stop payments and account transfers.
- Trained new hires on customer service policies and procedures.
- Educated customers on online banking and mobile banking applications.

2002-02 -
2004-09

Assistant Tennis Coach

Westridge Tennis Club , Cape Town , South Africa

- Taught proper physical conditioning for maximum endurance, health, and safety.
- Volunteered to coach disadvantaged inner-city youth in basics of tennis.
- Offer free services to community, main goal and objective to help people in our community and get youth off the streets, create a sense of belonging and encourage education and sport.
- Encouraged Youth to participate in Sports.
- Challenged athletes by consistently using positive reinforcement and gentle criticism.
- Cultivated community and media relations through social media and other communication channels to support program.
- Guided outstanding players and students toward best tennis scholarship prospects.
- Explained and demonstrated basic tennis techniques to team members.
- Expanded professional knowledge and expertise through annual coaches' clinic participation.
- Spoke to student athletes about impact of proper nutrition and adequate sleep on overall performance.
- Promoted positive environment for all athletes, which helped to diminish stress and increase enthusiasm.



Education

2023-01 -
2023-02

Certificate : Interview Skills And CV Writing

New Skills Academy - Online

2021-11 -
2022-10

Diploma : Nursing Assistance

Centre of Excellence - Online

2021-02 - 2021-04	Diploma : How To Be A Super Learner Centre of Excellence - Online
2021-01 - 2021-04	Diploma : Improve Your Memory Centre of Excellence - Online
2020-05 - 2021-05	Diploma : Educational Psychology Centre of Excellence - Online
2020-10 - 2021-04	Diploma : Home Education Centre of Excellence - Online
2021-02 - 2021-04	Certificate : First Aid And CPR Chilton - Online
2021-03 - 2021-05	Certificate : Elderly Care And Assistant Chilton - Online
2021-11 - 2022-04	Certificate : Craft And Activity Chilton - Online
2021-01 - 2022-04	Certificate : Au Pair And Night Nursing Chilton - Online
2000-01 - 2001-01	Diploma: Tourism Damelin College - Cape Town
2020-09 - 2021-01	GA Level 5 DIPLOMA TEFL: Teaching English As A Second Language (ESL) I-to-i - Online