GEORGINA WAITE

CURRICULUM VITAE

“I am a hard working professional who is passionate about being the best in everything I do. I have a background in adult and child care and am able to offer experience of working most recently as a Care Manager and previously within other office environments in a variety of roles including legal, marketing and PR. I believe simply in going above and beyond what is required to get the job done and to ensure my customers and staff are fully supported to the best of my ability”

Contact and Personal details

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D.O.B: 10/10.1974 in Winchester

Education (most recent first)

2023 – 2024 The TEFL Academy Level 5 Teaching English as a Foreign Language (168 hours)

2024 The TEFL Academy Teaching English Online and One to One (30 hours)

Train the Trainer Medication Train the Trainer Moving and Handling Train the Trainer in Dementia Awareness (July 2015)

BTEC Level 2 in Awareness of Dementia Training in Manual Handling, Medication, End of Life Care, Safeguarding Vulnerable Adults, Safeguarding Children, Awareness of Autism But that

2003 – 2005 BPP Law School, London: Graduate Diploma in Law

2000 – 2002 Open University: Introduction to Psychology and Child Development

1993 – 1996 De Montfort University, Leicester: BA (Hons) Arts Management (a business degree with a leaning towards Arts organisations)

1991 – 1993 King Edward VI School, Southampton: A-Level French (A), English Literature (C) and Spanish (E)

1986 – 1991 Priestlands School, Lymington: 8 GCSE’s Grades A – D - A in English and C in Mathematic

Work Experience

2019 – August 2021 Abicare – Care Manager

April 2018 to 2019 – Southern Health NHS Foundation Trust – Administration Manager

July 2017 to 2021– South Central Ambulance Service – 111 Call Handler

April 2015 – Dec 2015 – Home Instead East Hampshire – Registered Care Manager

February 2015 – April 2015 – Alexander’s Care and Support Agency – Registered Care Manager TUPED FROM SUPREME HEALTHCARE

December 2013 – February 2015 – Supreme Healthcare: Registered Care Manager

April 2013 to December 2013 Bluebird Care (Winchester and Eastleigh): Care Supervisor

August 2012 to April 2013: As above: Care Worker and Senior Care Worker

September 2011 to February 2012 Sun Hill Junior School, Alresford: Lunchtime Supervisory Assistant

October 2006 – December 2009 Lester Aldridge Solicitors, Southampton – Paralegal in Marine Law

September 2005 to October 2006 White and Bowker Solicitors, Winchester – Legal Secretary

October 2004 to September 2005 Winchester Theatre Trust, Office Manager Time off from work to be a full time parent

August 2000 to July 2003 Self-employed Child-minder April 1999 to August 2000, Richmond Theatre: Press and Marketing Officer

July 1997 to August 1999: Hornchurch Theatre: Press and Marketing Officer October

1996 to July 1997: John Good Holbrook: Theatre Account Handler

I am fully computer literate with most major office software packages and am able to learn new IT systems quickly. I have experience in managing E-Learning using Aims Perform and Affinity Care.

I hold a current full clean driving licence

Hobbies: I have wide interests including theatre, foreign travel, eating out, reading and walking.

References available on request