**CURRICULUM VITAE**

**PERSONAL DETAILS**

**Name: Matthew Smyth**

 **20 Harcourt Green**

 **Charlmount Street**

 **Dublin2, Ireland**

**Telephone: Mobile 086-3944136**

**Date of Birth: 28-10-1983**

**Marital Status: Single**

**Nationality: Irish**

**KEY SKILLS AND ABILITIES**

1. Patient, understanding and caring towards the needs of others
2. Highly motivated and hard working
3. Good organiser with excellent time management and co-ordination skills
4. Excellent computer knowledge

**EDUCATION AND TRAINING**

**Third Level Education**

**Liberty College:** Certificate in Social Studies level 5

Early Childhood Education level 5

 Child Health and Wellbeing level 5

Child Development level 5

 Early Childhood Care and Practice level 5

**School of Practical Childcare with Froebel College Dublin:**

Foundation Studies in Caring for Children & Adults with Physical & Learning Disabilities.

Diploma in Special Needs Assistant Training with merit.

**Portobello School:** Certificate in Special Needs Studies with distinction.

Diploma in Special Needs Studies with distinction

**Secondary Education**

**Schools Attended: St. Paul’s Beaufort College**

 **Navan Navan**

**Date:**  1988 – 1997 1997-2002

**Examinations:**  Leaving Certificate – Applied Leaving – Passed with distinction.

**EMPLOYMENT HISTORY**

**Employer : Tir Na Og Early Learning Centre , Cork Street Dublin 8**

**Date: 12-1-15- Date**

**Position:** Childcare Worker

 **Responsibilities: Working 20 hours a week on a Tus Community Employment Scheme in a Community Crèche supervising the children in all aspects of their daily routine, looking after the safety and wellbeing of the children in my care. Working on a one to one basic with a child with special needs.**

**Employer Stern Family**

**Position: Childminder**

**Dates :1-7-14 to 29-8-14**

**Responsibilities: Looking after a 7 year old boy taking care of his safety and wellbeing, supervising play dates, taking to and from social activities and looking after the preparation of lunch**

**Employer: Rockett Family**

**Position: Childminder**

**Dates: January 2014- July 2014**

**Responsibilities: Looking after 3 children two boy aged 5, 9 and one girl aged 11. Looking after their safety and wellbeing, supervising play dates, taking children to and from social outings and looking after the preparation of children’s meals.**

**Employer : Mc Kennedy Family**

**Position : Childminder**

**Dates: January 2013- December 2013**

**Responsibilities: Looking after 3 boys aged 1, 3,5 .Looking after the safety and wellbeing of the children in my care , supervising the children on outings and looking after the preparation of the children’s meals.** Responsibilities

**Employer Nurture Childcare and Early Learning Centre, Mount Street Dublin 2**

**Date : February 2012 to May 2012 (Covering Maternity leave)**

**Position :** Childcare Worker

**Responsibilities Working in a small Civil Service’s Crèche I was based in the baby room but had to cover in the toddler and Montessori room from time to time.**

**Employer Park Academy Childcare Cherrywood , Dublin**

**Position :** Childcare Worker

**Dates: June 2011-December 2011**

**Responsibilities : Working in the Montessori room , Looking after the safety and wellbeing of the children in my care. Giving the lots of encouragement and praise and helping them to reach their full potential**

**Employer: Crosscare, Clonliffe College, Drumcondra, Dublin 3**

**Date:**  February 2009 – February 2011

**Positions:** Volunteer Administrator

**Responsibilities: Handling the switchboard, forwarding calls and taking messages. I greet visitors as they arrive and deal with their enquiries. General administration duty’s typing, organising the post, faxes and e-mails. I also carry out health and safety checks.**

**Employer: Enable Ireland, Little Pals Pre-School, Sandymount Co. Dublin**

**Date:**  June 2004 - January 2009

**Positions:** Pre-school Teacher.

**Responsibilities: Supervising educational activities and play times. Encouraging language development and fostering peer interaction. Pre-school caters for able bodied children and children with both physical and learning disabilities. Before I got my position of pre-school teacher I was a childcare worker. I made sure the children were happy, safe and secure in their environment and helping out with respite holidays for the school children.**

**Employer: St. Vincent’s, Navan Rd, Dublin 7**

**Date:**  July 2002 – January 2003

**Position:** Special Needs Assistant.

**Responsibilities:** Looking after adults with moderate and profound special needs in a Residential setting, managing their day to day routine and excursions. Dealing with any problems which may arise.

**References**

Michael McDonnagh, Crosscare, Drumcondra **Contact No: 087-6710442**

Caroline Mannion, Enable Ireland, Sandymount **Contact No: 01-2615900**

Tara Stearn Parent **Contact No: 086-6007327**

**Hobbies**

I enjoy running, football and spending time with family and friends. I also volunteer at Barretstown camps throughout the year.