**Otgonchimeg Dulam Cox**

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**SKILLS SUMMARY**

* **Early childhood development FETAC Level 6 & Level 9, Montessori FETAC Level 6**
* **Caring Montessori Teacher with diverse experience planning and implementing activities**
* **First Aid Training and Pediatric training, Manual Handling, Full Driving License Holder**
* **Ability to promote physical, social, emotional, and intellectual growth of children**
* **Talents include incorporating a blend of traditional and progressive techniques into daily activities.**
* **Adept at facilitating clear communication between children, parents and fellow staff**

**EMPLOYMENT DETAILS:**

June17-March18 **Child minder** for children aged 18 months and 4 years old

Duties: Providing high quality care by planning, providing play based activities

Stimulating and supporting children’s intellectual, physical, social, emotional and language development

Listening to, encouraging, enabling, stimulating and ensuring the safe keeping of the children

Providing refreshments, encouraging healthy eating and promoting a healthy lifestyle.

Building and maintaining a positive and professional relationship with parents

Taking the children for walk

Travelled with the family internationally.

Feb17-April17 **Child minder** for children aged 4 months old twins and 2 years old

Duties: Providing high quality care by planning, providing play based activities

Stimulating and supporting children’s intellectual, physical, social, emotional and language development

Listening to, encouraging, enabling, stimulating and ensuring the safe keeping of the children

Providing refreshments, encouraging healthy eating and promoting a healthy lifestyle.

Building and maintaining a positive and professional relationship with parents

Taking the children for walk

Jan16-Sep16 **Child minder** for children aged 8 months and 3 years old

Duties: Providing high quality care by planning, providing play based activities

Stimulating and supporting children’s intellectual, physical, social, emotional and language development

Listening to, encouraging, enabling, stimulating and ensuring the safe keeping of the children

Providing refreshments, encouraging healthy eating and promoting a healthy lifestyle.

Building and maintaining a positive and professional relationship with parents, schools and other child minders

Taking the children on outings, for example to the park, zoo or to playgroups;

May14-Apr15 **Child minder** for children aged 9 months and 4 years old

Duties: Providing high quality care by planning, providing play based activities

Stimulating and supporting children’s intellectual, physical, social, emotional and language development

Listening to, encouraging, enabling, stimulating and ensuring the safe keeping of the children

Providing refreshments, encouraging healthy eating and promoting a healthy lifestyle.

Building and maintaining a positive and professional relationship with parents, schools and other child minders

Taking the children on outings, for example to the park, zoo or to playgroups;

Feb-Dec, 2013 Woodland Montessori Playschool, Dublin

**Position: Montessori Teacher**

Duties Teaching the children using Montessori Method

Planning and developing activities based on Aistear Curriculum National Framework and in response to the children’s needs;

Apr 08-Aug,09 Doctorate Research work, Ulaanbaatar, Mongolia

Jul 07-Mar,08 Youth Consultancy, The Verbist Care Centre, Ulaanbaatar, Mongolia

Oct 05-Jun 07 Children’s Development Project, Lamp of the Path, FPMT, Mongolia

Feb, 02-Oct,05 Social Worker, Adventist Development and Relief Agency, Mongolia

Nov 99-Feb 02 Education Project Coordinator Mongolian Development Centre, Mongolia

1999-2000 **Special Needs Assistant**, **Volunteer, National Orphanage Dormitory, Mongolia**

1996-1999 Free-lance business, Mongolia

1995-1996 Secondary school no 10, Darkhan, Mongolia

1989-1994 Monoskhon Kindergarten, Mongolia

**Position: Pre-school Teacher**

Duties: Teaching Math, Language, Nature, Art, PE for pre-school children;

Planning and developing activities based on National early childhood curriculum and in response to the children’s needs;

Observing, monitoring and recording the development of the children;

Communicating daily with the parents on the development of their children;

Organizing parents meeting;

**EDUCATION DETAILS:**

2011 FETAC level 6 for childcare, Diploma in Montessori teaching, Portobello Institute, Dublin, Ireland

Post Graduate:

1999-2000 FETAC level 9, Master’s Degree in Educational Technology, The National

 University of Mongolia

Third Level

1986-1989 FETAC level 6 for childcare, Diploma in Pre-school teaching, The Education College, Mongolia

**HOBBIES AND INTERESTS:** Zumba, walking, table tennis, drafts, reading and spending time with friends.

**VOLUNTARY WORK:** I did voluntary work in an orphanages as a Special Needs assistant and as a Children’s room assistant in Psychiatric hospital in Mongolia.

**REFERENCE:** Available upon request