

# Charlotte Lily Te-Weri Gibson

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3 Illawong Avenue, Tamarama, 2026

D.O.B: 06/12/2002

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**M:** 0424 279 593

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## INTRODUCTION / PROFILE

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From a very young age I knew my strength was my empathetic ability to understand people. Since then, I have pursued a career in support work and early childhood education which has taught me the value of hard work, perseverance, dependability, team-work, duty of care, leadership & above all responsibility for myself and others.

In 2018 I was lucky enough to be selected to take part in a mission trip to Arnhem Land where I was able to discover and cultivate my passion for helping people.

I am a natural leader and I have always been nominated for client facing roles due to my professional and friendly demeanour, I thrive in customer service / management style roles.

I am a loyal employee who would only be an asset to your company, I am a fast learner and a perfectionist at heart; all while completing tasks with confidence and efficiency. I am punctual and very organised. I am eager to learn your business.

My aim is to find a company / workplace that I can continue to grow with, one that can provide me with the right guidance in reaching my full potential. I invite criticism and I am never afraid to ask about what I do not know. I embrace mentorship.

If you have any hesitations / reservations what-so-ever, please do not hesitate in getting in contact with me,

Give me try, you will not be disappointed.

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## EMPLOYMENT HISTORY / SKILLS

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**2023 - Present** (Full Time)

**Little Zak's Academy, Bondi Junction**

Early Childhood Educator (Traineeship)

**2023 - 2024** (Part Time)

**Nannying, Eastern Suburbs Sydney**

Childcare, Tutoring

**2022 - 2023** (Part Time)

**The Benevolent Society, Eastern Suburbs Sydney**

Aged care, Home care, Social support

**2022 - 2023** (Part Time, Full Time)

**Waverley Out of School Care, Eastern Suburbs Sydney**

Primary School Educator, Food Preparation

**2021 - 2022** (Part Time)

**The Coogee Pavilion Sydney**

Waitressing, Bartending, Event Management

**2021** (Part Time)

**Yours and Owls Festival, Wollongong**

Festival bartending, Security Marshall, RSA Marshall

**2018** (10 Days)

**Red Earth Social Enterprise, Northern Territory**

Mission Trip - Community Development

**2017 - 2019** (Part Time)

**Bakers Delight, Bondi Junction**

Customer Service, Food preparation

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## EDUCATION / CERTIFICATIONS

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- ❖ Bondi Public School, Sydney, NSW - 2008 - 2014
- ❖ St Clares College Waverley, Sydney, NSW - 2015 - 2020  
(First in Course Catholic Studies, CGSSA Representative Athletics and Netball)
- ❖ JMC Academy, Sydney, NSW - Diploma of Song Writing, 2022 - 2023
- ❖ Certificate III in Early Childhood Education and Care - 2023 - 2024

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## ADDITIONAL EDUCATION

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- ❖ Higher School Certificate - 2020 (HSC)
- ❖ Responsible Service of Alcohol - (CCH11033592) - Valid until: 31/03/2026
- ❖ Working With Children Check - (WWC2406819E) - Valid until: 04/02/2027
- ❖ NDIS Worker Check - (27304059) - Valid until: 07/02/2028

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## SKILLS

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- ❖ Comprehensive leadership skills
- ❖ Outstanding verbal and written communication skills
- ❖ Adept problem solving and multitasking skills
- ❖ Empathy and patience
- ❖ Enthusiastic and social
- ❖ Hard work ethic
- ❖ Teamwork
- ❖ Strong sense of self
- ❖ Excellent time management skills
- ❖ Punctual and reliable

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## REFEREES

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### **Little Zak's Academy, Bondi Junction**

Ashleigh Simpson, 2ic

97 Grafton St, Bondi Junction, NSW, 2022

+61 400 633 320

[bondi@littlezaks.com.au](mailto:bondi@littlezaks.com.au)

### **Waverley Community Out of School Care**

Jo Walsh

155 Bronte Road Waverley NSW 2024 Australia

+61 2 9389 3321

[admin@wcoosc.org](mailto:admin@wcoosc.org)

### **The Benevolent Society**

Robin Arbuckle

Level 4, 7-11 The Avenue, Hurstville, NSW, 2220

0481 064 105

[robin.Arbuckle@benevolent.org.au](mailto:robin.Arbuckle@benevolent.org.au)

### **The Coogee Pavilion**

Tracia Garcia

169 Dolphin St, Coogee

+61 2 9091 9999

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# St Clare's College

23 September 2020

**TO WHOM IT MAY CONCERN  
RE: CHARLOTTE GIBSON**

Charlotte has been a student at St Clare's College, Waverley from 2015 and has completed her Higher School Certificate in 2020. During her time at the College, she has developed into a mature and reliable young lady. Charlotte is a hard-working student who displays a firm commitment to all aspects of her academic studies. She is self-motivated and strives to achieve in all subjects.

I have always observed Charlotte to be a diligent and responsible young woman. Always honest and friendly, Charlotte has engaged with several charity events within the school and Claverie House. Her devotion to the Catholic Spirit was illustrated during the College's Immersion trip to Arnhem Land, which saw Charlotte connect with several local Indigenous communities and help contribute to the community by assisting in the repurposing of a shed into an art gallery. Furthermore, in 2019, Charlotte was awarded First in Course for the subject of Catholic Studies, exemplifying her engagement with her faith, as well as, her dedicated application to her studies.

Charlotte has also been selected to represent the College in CGSSSA athletics and netball. Through sport, Charlotte has demonstrated comprehensive leadership skills and the ability to work well with her peers.

I have found Charlotte to be a dedicated and amicable student who is respected by both teachers and peers. She has worked hard to achieve her goals and has shown a genuine interest in offering assistance when the need has presented itself. She has been a valued member of our College community and I have no hesitation in recommending Charlotte to any future employer or educational institution.

Yours Sincerely

Antoinette McGahan  
COLLEGE PRINCIPAL

Thomas Cooper  
HOMEROOM TEACHER