

## EDUCATION

Graduate Diploma in Teaching (Early Childhood Education).

Expected Graduation in March 2026. New Zealand Tertiary College.

New Zealand Certificate in Early Childhood Education and Care. 2022.

Aotearoa Playcentre Association.

NZQA Certificate in ESOL Home Tutoring. 2015.

English Language Partners.

Master in Design Studies. 2012.

University of Otago.

Consumer and Applied Sciences. Bachelor of Art in Graphic Design. 2001.

Universidad Casa Grande. School of Communication Mónica Herrera.

## RELEVANT SKILLS

Expertise in multitasking, time management, problem solving, organisation and administrative skills and stress management; as well as interpersonal skills such as conflict resolution & communication, empathy & people skills, supervising & management, creative teaching, and ability to teach others.

Childhood Education, Tutoring and Communication:

- Experience in building professional relationships with children, parents and colleagues in early childhood education settings as well as in the planning and evaluation of sessions over 10 years.
- Bilingual social communicator fluent in English and Spanish (native speaker).
- Spanish tutor (children and adults) for less skilled Spanish speakers and high level students since 2008.
- Confident and experienced communicator and developer of advertising campaigns and graphic design projects for different types of populations.

Design and Advertising:

- Experience in the areas of social communication, marketing, photography, creative, and media.
- Experience in Web Design, Graphic Design and Packaging.

Research, Technical and Artistic:

- Knowledge of a full range of qualitative and quantitative research methods to accomplish the work reported in my research theses and other courses: focus group, field observations, interviews and polls.
- Advance knowledge of Adobe Illustrator, Adobe Photoshop, Adobe Dreamweaver, Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

## WORK EXPERIENCE

- Relief teacher at *Learning Links Montessori Childcare Centre/ Bunny Burrows Montessori, Andersons Bay Community Kindergarten* and *BestStart Montessori*. From 2023 to present.
- Relief teacher at *Bear Park Early Childcare Centre*. 2024 to present.

I work in partnership with colleagues to supervise and support children aged 0 to 5, encouraging safe and safety practices, fostering tuakana-tenia relationships, and setting art and play activities according to children's skills and interests. I also have some experience supporting children with learning needs.

- Field practice at *Little Wonders St Kilda*. February to March 2026.
- *Aotearoa Playcentre Association*. Facilitator reliever. 2022 to present. *Mornington Playcentre* and *Opoho Playcentre*. 2022-2023.

During sessions I promote the use of Te reo Māori and Tikanga practices, and engage in professional relationships with children and their family/whānau. Together we plan and evaluate each session and engage in activities that foster children's learning through play. I enjoy writing learning stories and encourage parents to contribute to them too.

- Full time mum of two children, aged 13 and 8, working at home as well as doing the jobs listed below. I have experience fostering diverse aspects of children's social and emotional development in a foreign country with no family support. Our children show caring and respect, thrive academically, enjoy arts and sports including gymnastics, ballet, ice hockey, football, netball, miniball, among others.

- Spanish Tutoring. 2008 to present. Offers didactic courses for children and adults, developed depending on student's needs and requests. <http://www.carvieiradesigns.com/spanish-lessons.html>

- *Carvieira Visual Communication*. [www.carvieiradesigns.com](http://www.carvieiradesigns.com). 2008 to present.

Manager and Graphic Designer. Services of Graphic Design, Web Design, Advertising and Consultancy.

- *Carvieira Handicrafts Ecuador*. [www.carvieirahandicrafts.com](http://www.carvieirahandicrafts.com). 2003 to present.

Manager of a handicrafts shop since 2003 and its online shop since 2008. Import Ecuadorian handmade handicrafts and sell them in A&P shows around the NZ South Island. 2008-2020.

- *Back to Nature Tours NZ*. Graphic Designer. 2013 to present. Webmaster. 2013-2016.

Ecuador:

- *Aquelarre Diseño y Comunicación* (Design and Communication Studio). 2001-2002. Design Assistant - Web Department. Designed animated gifts, web illustrations and company digital portfolio.

- *Escuela Liceo Bilingüe Los Andes* (School that integrates autistic children). 2001.

Art teacher - Kindergarten to 6th level. Teaching draw and painting techniques.

- *Editores Nacionales - Editorial Vistazo* (Magazine). 2000. Graphic Designer - Internet Department. Conceptualized, designed and created the Section "Malecón 2000" for the Website of Vistazo.

- *Agencia de Publicidad Síntesis Creativa* (Advertising Agency). 1999-2000. Assistant - Art Department. Graphic and packaging designer as well as creative writer.

## Volunteering:

- *English Language Partners* - ESOL Home Tutoring Programme.

Volunteer English Teacher. 2015 to present. Volunteer Spanish Teacher. 2008-2009.

- *Maria Leonor Diseño Gráfico MLDG* (Graphic Design Studio). Ecuador. 2003. Designer.
- *Fundación Leonidas Ortega Moreira*. Ecuador. 1999-2000. Volunteer Instructor of workshops on drawing, painting, and encouraging reading for children.

## ENGLISH STUDIES

- English Language Partners NZ - English for Employers Programme. 2014, 2009-2010.
- Centro Cultural Ecuatoriano-Norteamericano (2004), School of Languages Spirit (2002), Academia de Inglés Link (2002), Academia de Inglés International System (1996). Ecuador.

## OTHER STUDIES

- New Zealand Red Cross. Online Essential First Aid (March 2023). App - Comprehensive First Aid (2020), and App Workplace First Aid - Skills Module course (2017).
- Aotearoa Playcentre Association. Playcentre Educator Award. 2021.
- Dunedin City Council. Eight-week course "Sustainable Living". 2014.
- Literacy Aotearoa. Twenty-weeks courses of English writing, reading and speaking. 2014. Courses "Theoretical driving tests" and "English communication skills". 2011.
- Otago Polytechnic. Course "Create individual Web Pages as a basis of a Website". 2009.

## AWARDS AND ACHIEVEMENTS

- A&P Show Palmerston. Best decorative stall. First place. 2013. Second place. 2012.
- Invited storyteller to participate in the events "Stories From Around the World" by English Language Partners and "Around the world in 80 tales: Storytelling festival" by Dunedin City Library. 2008. Ecuador:
  - City Council of Guayaquil. Granted a handicrafts shop in the "Centro Comercial and Artesanal Machala" (shopping and handicrafts mall) to continue the design project reported in the undergraduate thesis, which also was approved by Fundación Siglo XXI to go ahead. 2003.
  - Malecón 2000. Participated in a collective exhibition of the best alumni designs at the "Palacio de Cristal". Universidad Casa Grande - Facultad de Comunicación Mónica Herrera. 2003.
  - Submitted undergraduate thesis to the contest First Regional Youth Fair of Science, Technology and Innovation of the states of Guayas, Manabí, Los Ríos and Galápagos. 2001.
  - Journalist's Circle of Guayas. Second place - silver medal in a bidding competition for the campaign "The New Image of the Journalist's Circle of Guayas". 1999.
  - First Place in a scholarship competition granted by Fundación Leonidas Ortega Moreira and Escuela de Comunicación Mónica Herrera. 1997.

## REFEREES

Please check <http://www.carvieiradesigns.com/spanish-lessons.html> for professional and personal references. Written references and the referees' contact details also available on request.