

Verona Gowdie

Bishop's Stortford

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Clean Full UK Driving Licence

Profile Statement:

A Reliable, Jovial, flexible Professional, passionate about excellent customer service and completing work tasks to a high quality standard. A Proactive and committed team player, naturally well organised and confident in working well independently as well as collaboratively. I have a plethora of experience in education, admin, retail, warehouse and leisure companies and I am proficient in completing tasks within timed deadlines, all whilst maintaining health and safety/ GDPR regulations effectively.

Key Skills:

- Excellent Multi-tasker, with proven attention to detail both verbally and written
- Strong IT Skills, especially in MS Office
- Rapid Learner & good use of initiative
- Excellent communication skills & great analytical skills
- Works calmly under pressure & maintains professionalism in all situations

Education & Qualifications

May 2024- Equality in the Workplace

November 2023- Information Sharing and Consent

November 2020- Safeguarding and Child Protection

October 2018- BA Early Childhood Studies

June 2017- Foundation Degree in Early years, Play work & Education

July 2015- Children and Young People's Workforce Level 3 Diploma

Employment

Essex County Council

Job Title: SEND Operations Assistant

Dates: 13th May 2024- 5th February 2026

Here, I assess and process EHCN Assessments from Schools/ Parents within a set time frame. In addition, I work in coalition with schools and external agencies, requesting further documentation needed for each stage of a statutory needs assessment and produce all information at Panel meetings, where decisions are made, stating whether an EHC plan is to be drafted or not. Also, I take minutes at Panel meetings and issue letters to families, updating them of the outcome at Panel meetings and share information relating to their rights of appeal. I also manage the SEND Mailbox, answering a plethora of queries and/ or signpost parents or other professionals to the correct services requested.

Barnet & Southgate College

Job Title: Education, Health Care Plan (EHCP) Adviser

Dates: 19th April 2022- 9th May 2024

Assess and Interview Post 16 EHCP students for mainstream education as well as arrange, chair and complete Annual reviews/ emergency Annual Reviews, adhering to a person centred approach and aiding in their transition to Adulthood. In addition, I complete post 16 learner support funding claim forms and ensure the funding forms are emailed over to a variety of Local Authorities in a timely manner and completed to a high standard. Lastly, I monitor interventions for young people at risk of College withdrawal and liaise with external agencies and parents/ carers when compiling evidence for EHCP assessments.

The Raglan Schools

Job Title: SEND Teaching Assistant

Dates: 1st January 2019- 30th March 2022

Working across the Infants and Juniors has entailed in assisting on home visits (Infants) with Teachers, recording and exchanging accurate information during meetings with outside agencies, such as Physiotherapists, Speech/ Language Therapists etc, and conducting weekly group and one to one sessions with children. I helped with implementing lesson plans and assessing pupil's learning. This position equipped me to meet targets, prioritise needs, increased my understanding of various learning styles and strengthened rapport with parents, Teachers and multi-agencies sufficiently.

Kids Inc. Nursery

Job Title: Early Years Educator

Dates: 31st March 2016- 10th December 2018

Here, I practiced theoretical knowledge gained via my degree and implemented it via enhancing children's holistic education by creating opportunities as well as innovative activities that extended learning and life skills with an age appropriate approach that met individual needs and fostered inclusivity, regardless of care plan, disabilities/ impairments or language barriers. Here, I have been exposed to LAC as well as others who have a safeguarding need (CIN) and through this experience, emotional intelligence with regards to interpersonal approach has heightened within me.

Mecca Bingo

Job Title: Customer Adviser

Dates: 23rd September 2012- 29th October 2015

Duties involved handling money on a daily basis as well as cashing up at the end of shifts. I demonstrated the ability to be trusted with money and was on many occasions in charge of my department. Also, I was the first point of contact for customers as I had to qualify new customers by checking their proof of age then input their details onto the system to register them as well print new bingo cards.

Argos Extra

Job Title: Weekend Customer Adviser & Jewellery Assistant

Dates: 18th March 2009- 9th May 2012

Duties included use of tills and cash handling, adhering to health and safety procedures whilst stock picking and answering enquiries via telephone. Duties also include being in charge of the jewellery department as well as ordering new supply of stock in demand when stock becomes low and reserving items for customers in other stores and getting jewellery engraved.

Volunteering

Sierra Leone Society Charity UK

Job Title: Volunteer Aid Worker

Dates: 15th May 2020 – 22nd December 2020

This involved, traveling to homes of the elderly, those with growing families or mobility issues to supply tin foods, cereals, packs of water and toiletries to support those who were in financial need or were unable to leave their homes during the mist of the Covid 19 pandemic.

Reason for Leaving: Funding Finished

Hobbies & Interests:

I enjoy social events and creating party packs as well as installing balloon garlands for events.