

**Ciriculum Vitae**  
**Lucy Alice Whitten**

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I am looking to further my career and find a permanent job working as a live in nanny/mothers help. I have spent the last two months working as a live in nanny in London; unfortunately the family had a change in employment status, which meant they could not afford to keep me on. I am looking to commit to a long-term placement with a new family as soon as possible. Last year I completed 4 months working as an Au Pair in Paris, which combined two interests of mine, looking after children and the ability to travel.

I am a very proactive, forward thinking and organised person with a down to earth, patient and friendly character. I also pride myself on my ability to connect and engage with children of all ages. Opening them up to new and interesting skills/activities, to broaden and expand their minds whilst having fun (most importantly of course). Animals are another of my passions; I have a dog of my own which I thoroughly enjoy taking for walks every day.

I have been lucky enough to travel around Australia and Paris, which has provided me with confidence and knowledge of other cultures and nationalities as I met a variety of people who were au pairing (and also backpacking).

Overall, I am very keen to secure a role as a live in (or live-out depending on the suitability of the job) nanny/mothers help position.

**EMPLOYMENT EXPERIENCE**

**Live in Nanny**

**London**

**February – April 2016**

During my time with this family I was responsible for the care of a girl aged 8 and a boy aged 6. This was a sole charge role and it was my responsibility to get the children up and ready for school as well as driving them to school and ensuring they were there on time. During the day I tidied the house and organised washing as well as preparing a healthy home cooked meal for dinner. I would then collect the children from school and ensure that they completed their homework, music practice and also made sure they were fed and bathed ready for bed. One of the values I have taken from this experience was my ability to adapt to different cultures and religious beliefs as the family were Jewish and followed a strict Kosher diet.

**Au Pair**

**Paris, France**

**September–December 2015**

During my time with this family, I was looking after a boy aged 13 and a girl aged 10. I was primarily in sole charge of both children, although I did spend most of my time with the 10 y/o (as you can imagine). Daily duties included; cooking good nutritious meals at lunchtime (as they both came back for lunch from school: their school being 5 minutes walk from the household), along with preparing the family meal in the evenings. Cleaning up and washing dishes, helping with homework if required, general housework including washing and ironing, food shopping and just generally spending time with both children (either together or one to one) by engaging them in different activities e.g. table tennis, arts and crafts, Piano, Guitar, game play or cooking/baking etc.

### **Freelance Portrait Photographer**

**UK**

**February 2008–Present (In my own time)**

As a photographer I get to work with children ranging from newborn up until early teenage years. Duties include guiding each child and making them feel comfortable by developing a rapport with them to produce the most natural images of the children, whilst also working with the parents in the most friendly, natural and fun way. Throughout this work I have formed genuine, long lasting relationships with the families.

### **Nursery Assistant (work placement)**

**Arbor Green Nursery Edinburgh, Scotland**

**July–August 2015**

Working in a nursery environment requires full attention and co-ordination at all times. Duties included; assisting children with eating at meal times, providing correct discipline when needed, taking the younger children out for a walk in the park and using appropriate clothing, soothing the younger children during scheduled nap times and last but defiantly not least: keeping the children engaged in play and encouragement in trying new activities and socialising with other children. During my time here I was working mainly with ages 2 - 5.

### **Fulltime Live-Out Nanny/Mothers Help**

**Scotland**

**February 2014--May 2015**

In this role I am in sole charge of a newborn and a 3 y/o. Duties include getting the children a healthy breakfast and bottle sterilisation. Bathing and taking the oldest to nursery locally, organising play dates/activities/going for walks around the countryside. Preparation of healthy lunches, tidying up, staying on top of general house chores and running errands while the mother is at work (around 1-1.5 days a week). Whilst keeping correct time management.

### **Au Pair**

**Melbourne, Australia**

**January–June 2011**

Throughout my time working with this family I was looking after 3 children; aged 7 weeks, 2 and 6. I would get up just before the children and would prepare a healthy breakfast (and lunch for the oldest to take to school). I would get them both settled and dressed, both cleaned and ready for the day. I would walk them both to the school, then I would take the 2 y/o to the park or organising play dates/activities/groups. Duties also included toilet training, cleaning and feeding. I would be in charge of baby appropriate activities such as stimulation, bottle preparation and sterilisation, baby changing and sleeping patterns whenever needed (mother worked from home). When the school day was over, I would pick up the older one from school and cook healthy meals, help her with any homework she might have (while entertaining the little ones too), then last of all, bathing, brushing of teeth and ready/settled for bed.

**Various baby-sitting Jobs,  
UK**

**2005–2010**

Duties include playing and keeping the children entertained up until bedtime, bathing, brushing their teeth and getting them prepared for bed, reading bed-time stories and settling them down for a good nights sleep. My eyes and ears are always peeled in case of an unexpected disturbance. Duties also include tidying and making sure everything is clean and presentable.

**EDUCATION**

**Peebles High School – 2001-2007**

**Standard Grades:**

*English: 2; Maths: 4; Science: 3; Art: 1*

**Highers:**

*Art: A; English: B*

**SKILLS**

- **DBS Check** – Completed/Cleared.
- **First Aid Certificate**- Very willing to undertake if required.
- **Full clean UK driver's licence** – eight years driving experience, no points, no parking/speeding fines, no accidents. **Experience driving in London with children.**
- **IT literate** – Thorough understanding of MAC/Windows, Microsoft Office – Excel, Outlook, Word and PowerPoint. Pages, Keynote, Adobe Photoshop, Adobe Lightroom, the Internet and Social Media.
- **Confident swimmer**

**REFERENCES**

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