



Maria Puig Puig

EARLY CHILDHOOD EDUCATOR

About me

Experience in the **field of community care**. I have experience as a child monitor and educator. I am an organised, responsible person with initiative and empathy.

Languages

Catalan and Spanish



English



French



Training

Advanced vocational training in child education

Prat Secondary School 2020

Advanced vocational training access test

Prat Secondary School 2018

Other courses

Group dynamics, 80 h

Nen@ Association, 2021

Child monitor, 520 h

Barcelona Activa, 2017

Professional certificate in community

cultural facilitation, 400 h

Barcelona Activa, 2012

ICT Skills

Mastery of Access and Excel

SAP Management

Social media

Work experience

2020-2024 **EARLY CHILDHOOD EDUCATOR**

Childhood Association

2017-2020 **DINING ROOM MONITOR**

Barcelona Primary School

2015-2017 **RECEPTIONIST**

Spring Association

2014-2015 **ADMINISTRATIVE ASSISTANT**

M Graphics

2012-2014 **YOUTH CENTRE MONITOR**

Squirrel Youth Centre

Experience – Responsibilities

Services for children

- › Welcoming children from families at risk of exclusion.
- › Collecting required information from pupils.
- › Scheduling, carrying out and evaluating educational activities.
- › Supervising teaching materials and activity areas.
- › Evaluating child intervention programmes and activities.
- › Supervising and assisting children in the dining hall.

Customer service

- › Providing customer service in person and over the phone.
- › Managing customer requests.
- › Providing information on services

Management and administration

- › Writing and updating files and documents.
- › Managing computerised databases.
- › Monitoring stock.



Ajuntament de
Barcelona

