

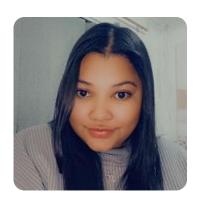






Governess, Personal Assistant

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Personal Information			
Birthdate	1993		
Zodiac sign	Sagittarius		
Nationality	South Africa		
Marital status, own children	Single, no children		
Place of Birth	South Africa, Cape Town		
Location	South Africa, Cape Town		
Driving License	Yes		
Comment on the driver's license	I have South African driver's licence for 10+ years		
Have a car	Yes		
Sports	 Basketball Boxing Cycling Outdoor activities 		
Hobbies	Painting & DrawingPhotographyTravelling		
Areas of interests	 Films Meeting new people Self-development 		
About myself	I am patient, loving, and gentle, and I genuinely enjoy engaging with children. I take great joy in doing activities like painting, puzzles and reading with kids. I also appreciate the value of outdoor play and understand how important it is for children to spend time in fresh air and nature. Additionally, I believe that a consistent routine helps children feel secure and confident, and I strive to create a structured yet warm environment for them.		



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Education

Film and Production, Cape Peninsula Univercity of Technology, South Africa, Cape Town

Certificates

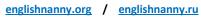
Working experience	
March 2024 - till now	
Engage Video Group	
Delivery Manager	
My role includes	 Responsible for overseeing the successful delivery of digital projects, ensuring they are completed on time, within budget, and meet quality standards. Key Responsibilities: Project & Delivery Management Agile & Scrum Leadership Team Collaboration Digital Transformation & Innovation
May 2023 - February 2024	
Company	
Creator Delivery Manager	
My role includes	 Oversaw the end-to-end creator aspects of projects, ensuring timely completion within scope and quality standards. Key Responsibilities: Creator Workflow Management Collaboration with Creators & Influencers Process Improvements Quality Control & Brand Consistency
Reason for leaving	Offered better conditions
July 2020 - February 2023	
Ginkgo Agency	
Traffic Manager	
My role includes	 Played a crucial role in coordinating workflow, schedules, and resources across various departments in a film production company. Ensured projects moved efficiently through the production pipeline by managing deadlines, facilitating communication, and supporting teams.



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	Key Responsibilities: - Project Coordination - Workflow Management - Communication & Liaison - Resource & Asset Management - Deadline & Quality Control			
Reason for leaving	Offered better conditions			
November 2019 - June 2020				
Company				
Production coordinator				
My role includes	 Supported the production team by organizing logistics, schedules, and communication across all production phases. Ensured smooth operations by coordinating between departments, handling paperwork, and troubleshooting production challenges. Key Responsibilities: Production Logistics & Scheduling Communication & Coordination Administrative & Paperwork Management On-Set & Office Support 			
Reason for leaving	Offered better job			
July 2017 - September 2019				
Family				
Nanny, USA				
My role includes	 Provided childcare services, engaged children in educational and recreational activities, and assisted with light household duties related to childcare. Key Responsibilities: Childcare Duties Light Household Tasks (Related to Children) Cultural Exchange & Family Support 			
Reason for leaving	Temporary job			

Health	
Smoker	No
Epileptic	No
Diabetic	No
Colour blind	No





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Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	No
Allergies	No

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Additional information			
Personal characteristics	Responsible, punctual, reliable, active, positive, loyal, patient, easygoing		
Key skills	Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels		
English	C2 - Fluent		
Afrikaans	C2 - Fluent		
ID	25754		

Excellent references available on request