

## EDUCATION

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:

- Experienced building amicable relationships with children and parents in a Playcentre environment as well as in the planning and evaluation of educational sessions for over 8 years.
- Experienced Spanish tutor (children and adults) for less skilled Spanish speakers and high level students.
- Bilingual social communicator, fluent in English and Spanish (native speaker).
- Confident and experienced communicator of advertising campaigns and graphic design projects for different types of populations.

Design and Advertising:

- Experienced in the development and communication of advertising campaigns and graphic design projects for different types of populations; as well as 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

- Aotearoa Playcentre Association. Playcentre Facilitator reliever from November 2023 to present. I have worked for Mornington Playcentre and Opoho Playcentre in Dunedin. During the session, I include Te Reo as well as consider the different families and children's cultural background and interests to set resources and learning activities. Together with parents, we plan the session and do the session evaluation afterwards. I also enjoy writing learning stories to keep children's portfolios updated and to motivate parents to do so.
- 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. Offers clients the 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).
- Graphic Designer of Back to Nature Tours NZ. 2013 to present.
- Webmaster of the Back to Nature Tours NZ. 2013 to 2016.

### Ecuador:

- Aquelarre Diseño y Comunicación (Design and Communication Studio). 2001 - 2002. Design Assistant in the Web Department. Designed animated gifts, illustrations for Websites and the company digital portfolio.
- Escuela Liceo Bilingüe Los Andes (School). 2001. Art teacher for children from kindergarten to 6th level. 2001. Teaching draw and painting techniques in school that integrates autistic children.
- Editores Nacionales. Editorial Vistazo (Magazine). 2000. Graphic Designer in the 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 in the 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. ESOL Home Tutoring Programme. 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.

Ecuador:

Centro Cultural Ecuatoriano-Norteamericano (2004), School of Languages Spirit (2002), Academia de Ingles Link (2002), Academia de Inglés International System (1996).

## OTHER STUDIES

- New Zealand Red Cross: Online Essential First Aid (March 2023). App - Comprehensive First Aid (September 2020) and App - Workplace First Aid. Skills Module course (July 2017).
- Aotearoa Playcentre Association: Playcentre Introductory Award (2020) and Playcentre Educator Award (2021).
- Dunedin City Council. Eight-weeks course "Sustainable Living". 2014.
- Literacy Aotearoa. Twenty-weeks courses of English writing, reading and speaking. 2014.
- Literacy Aotearoa. 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) and Second place (2012).
- Invited by English Language Partners Dunedin to participate in the event 'Stories From Around the World' as a storyteller. 2018.
- Invited by Dunedin City Library to participate in the event 'Around the world in 80 tales: Storytelling festival' as a storyteller. 2018.

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. The management of the Mall and Fundación Siglo XXI also approved this project 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 feel welcome to check <http://www.carvieiradesigns.com/spanish-lessons.html> for professional and personal references. Written references also available on request.