

# MISS LYN WALLER

Mobile: +27 720229133

Email: [lynbutler4@gmail.com](mailto:lynbutler4@gmail.com)

Skype: lyn.waller1971

LinkedIn: <https://za.linkedin.com/in/lyn-waller-3b817045>



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## PROFESSIONAL PROFILE

Having had extensive experience over the past 16 years in private homes internationally and locally, but primarily in the Middle East and Saudi Arabia as well and South Africa. I've gained me experience in working as a Nanny, Governess and PA. I have also gained experience in knowing what is expected from a family when the family is traveling. Knowledge on how to prepare the luggage for the children as well as carry-on bags while flying with the families. I also have experience in sole charge and proxy parenting. I strive for a high standard in my work environment and believe in being punctual, loyal, dependable, and honest as well as to have a professional appearance. I have a strong personality and excellent communicational skills. I am independent and believe in being positive. Enjoy a challenge in my work environment as it allows me to gain experience and knowledge in dealing with any situation. Learning new skills that would ameliorate the service that I provide. As a people's person I find it easy to work as part of a team. Believe in going that extra mile. Work well independently. I strive for ambitious standards and believe in a cheerful outlook in all that I do. The years of working in multicultural settings has enabled me to be flexible and dealing with challenges with an open manner and finding a solution that would benefit everyone.

## OBJECTIVES

I have worked as a volunteer (tutor and teacher) at a school called Victory Kids Early Intervention Centre & Academy for children with Special social & Education needs. In addition, I have been extremely fortunate to be a part of a team working with a Specials Needs child aged 2 within the privacy of his home. I coordinated the team at home and reported back to the team in USA. Received Jasper training which was given to me while collaborating with the therapists from (the University of California Los Angeles). I have completed Level 1 ABA training course, Montessori Training Head teacher run my own class for 2years), Hippo Therapy (horse riding) as well swimming with an Occupational Therapist as my guide. I have had experience over the past 9 years in private homes internationally being an English teacher and a Nanny to the children, primarily the Middle East and Saudi Arabia. My other work experience has been in the Hospitality Industry - Executive Housekeeper and completed a Butlers training course at the South African Butler Academy.

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## HISTORY OF EMPLOYMENT

23-01-2023 to Present

Elliot Academy\_ - Farview, Port Elizabeth, South Africa

### AFTER CARE TEACHER HALF DAY

- ❖ May sure that all students are present at aftercare.
- ❖ Make sure all children have the lunch that the school prepares.
- ❖ Once they done, we start with homework.
- ❖ We give the children 1 hour to complete their homework.
- ❖ We then spend some time outside and then return to the classroom to do an art activity.
- ❖ I also do extra work with some children where they need help.
- ❖ I have a holistic approach towards working with children and make them more aware of their reactions to things around them.
- ❖ We then have a snack and go play outside with free time.
- ❖ Parents come to pick up the children during all this time.
- ❖ Safety and well-being are a high property to me.

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02-02-2022 to Present

**Rubert Recruitment – trading under Rubert International (Pty) Ltd - Cotswold, Port Elizabeth, SA**  
**RECRUITMENT DIVISIONS MANAGER**

At Rubert, our people are our most important resource whether it be the client or the candidate. We do screening, interviewing, and hiring practices. We are passionate for finding high quality talent, that drive a company or home to run like a well-oiled machine. We not only help individuals find promising careers, but we find the most suitable fit for you within your home or business. Being in the industry for over 15 years it has been a bonus for me to understand what is needed.

**DAILY AND WEEKLY RESPONSIBILITIES**

- ❖ Work and form relationships with our clients to know the ins and outs of their requirements and better understand their needs and job specifications.
- ❖ Develop and release job postings on a platform, such as social media and job boards.
- ❖ Utilize knowledge of multiple recruiting sources and execute innovative recruiting strategies to find quality candidates and prospect for new business.
- ❖ Screen resumes and prospects, qualify, interview, and manage candidates throughout interview process from prepping before interviews to assisting with final offer negotiation.
- ❖ Maintain a large database of candidate records, including active and passive prospects, employees, and other candidate relationships.
- ❖ Follow up on interview process status and update records in internal database.
- ❖ Provide coaching and guidance to our candidates and make sure they understand the standards we expect from them.
- ❖ Sets the social media communication strategy for different job profiles and functions in the organization.
- ❖ Conducts job interviews for the managerial job positions (or key jobs in the organization)
- ❖ Monitors the labor legislation and implements required changes to keep the process compliant.

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01/06/2020 – 30/10/2021

**Private Residence - Houghton Estate, Johannesburg, South Africa**

**NANNY / PERSONAL ASSISTANT / HOME-SCHOOLING MONTESSORI TEACHER**

Children Ages: 1. 4months and 3. 6months years of age

- ❖ Ensure the social and development of each child is up to the correct level for his age.
- ❖ Ensuring children's rooms are kept tidy.
- ❖ Due to lockdown no driving is taking place.) But once lockdown permitted, I would be driving the children to and from school/activities during the week.
- ❖ Engaging and stimulating the children with appropriate educational or physical activities
- ❖ Arranging playdates or trips out (with parent consent) (due to lockdown we cannot do this)
- ❖ Occasionally bathing and putting the children to bed (following a good routine).
- ❖ Informing parent of any situations that have occurred during the day.
- ❖ Being in sole charge of children when both parents are at work.
- ❖ Only with parents' consent would I administer any medication.
- ❖ Corresponding with all teachers and principals relating the child's progress at school (lockdown is over or children are back at school)
- ❖ Home-schooling the children and making sure that they are developing according to their age using the Montessori way of teaching.

- ❖ Create a stimulating, nurturing, and safe environment for the children.
- ❖ Always supervise the children 's activities (all waking hours)
- ❖ Plan and prepare bottles, snacks, small meals and make sure they eat their food.
- ❖ Dress the children for daily activities when necessary.
- ❖ Prepare luggage for travel & special occasions when parents have requested it.
- ❖ Implement and keep to safety requirements for the children during daily activities.
- ❖ Place the youngest child down for naps during the day, parents do bath time and bedtime with the children.
- ❖ Implement sleeping routines for the baby.
- ❖ Change babies' diapers when required and make sure if she has a nappy rash, it is taken care of immediately.
- ❖ Potty train the eldest child for his night-time routine
- ❖ Perform housework related to children's care, cleaning up after meals, tidying play areas, and washing bottles.
- ❖ Teach the children good social manners & customs according to parents' wishes.
- ❖ Discipline the children when necessary, according to parents' standards.
- ❖ Arrange stimulating and educational games and activities daily. Prepare and play with the children, both indoors and outdoors
- ❖ Daily, weekly, and monthly reporting and open communication with parent regarding children's progress
- ❖ Activity, daily progress, and development reporting to parents
- ❖ Babysitting or supervising the children overnight in the absence of the parent or when asked to do so and then record overtime.
- ❖ Manage all stock and supply operations, for the household.
- ❖ Establishing and keeping to workable household budgets in collaboration with the parent.
- ❖ Prepare and cook for whole family from a Monday to Thursday
- ❖ Prepare grocery list on a weekly basis and purchasing it, making sure it stays in quarantine for four days before moving it into the house.

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15/10/2019 – 25/03/2020

Private Residence\_- Dainfern Golf Estate, Dainfern, Johannesburg

**NANNY / GOVERNESS / PROXY PARENT**

Children Ages: 2, 5, 7 and 14 years of age

- ❖ Ensure the social and development of each child is up to the correct level for his age.
- ❖ Children's meal preparation
- ❖ Ensuring children's rooms are kept tidy.
- ❖ Driving or transporting the children to and from school/activities
- ❖ Engaging and stimulating the children with appropriate educational or physical activities
- ❖ Arranging playdates or trips out (with parent consent)
- ❖ Bathing and putting the children to bed (following a good routine).
- ❖ Informing parent of any situations
- ❖ Being the in-soul charge of the children if they were sent home sick from school for example.
- ❖ Administering any medication (with guidance from parents)
- ❖ Supervise washing the children's clothes or uniforms.
- ❖ Corresponding with all teachers and principals relating to each child's progress at school
- ❖ Attending all school meeting and functions related to each of the four children.
- ❖ Helping with homework and ensuring I packed the bags for the following day. Lunches are healthy and extra activity items were packed on the correct days.
- ❖ Create a stimulating, nurturing, and safe environment for the children.

- ❖ Always supervise the children 's activities (all waking hours).
- ❖ Plan and prepare small meals and bottles for, and feed, the children.
- ❖ Dress the youngest child for daily activities.
- ❖ Dress and prepare luggage for travel & special occasions.
- ❖ Arrange and implement travel routine.
- ❖ Travel with and permanently function as companion for the children.
- ❖ Implement and keep to safety requirements for the children during travel and daily activities.
- ❖ Place the youngest child down for naps and bedtime.
- ❖ Implement sleeping routines.
- ❖ Bathe the youngest child.
- ❖ Change diapers when required.
- ❖ Potty trained the youngest child.
- ❖ Perform housework related to childcare, cleaning up after meals, tidying play areas, and washing bottles.
- ❖ Teach the children good social manners & customs.
- ❖ Arrange stimulating and educational games and activities daily with the children, both indoors and outdoors.
- ❖ Plan and lead educational activities, including reading, with the children in English.
- ❖ Discipline the children when necessary and include teaching of good manners and social behavior.
- ❖ Teach proper English and speak English all the time with the children.
- ❖ Daily, weekly, and monthly reporting and open communication with parents regarding children 's progress.
- ❖ Activity, daily progress, and development reporting to parents.
- ❖ Babysitting or supervising the children overnight in the absence of the parent.
- ❖ Managing stock and supply operations, for the household.
- ❖ Establishing and keeping to workable household budgets in collaboration with the parent.

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**01/011/2018 – 17/05/2019**

**Victory Kids Early Intervention Centre for Children with Social & Educational Needs**

**Newton Park, Port Elizabeth, South Africa**

**EDUCATIONAL TEACHER OF BLUE BIRDS CLASS**

Child – ages from 18months to 11 years – Special Needs

- ❖ Morning meeting with Principal and staff.
- ❖ I taught 7 children in my class.
- ❖ Prepare the class for the day's work with each of the children.
- ❖ Did role call and morning ring with songs and actions.
- ❖ Did toilet routine with the whole class and I was pottting training them.
- ❖ Returned to class and did the planned work for the day.
- ❖ Kept record of the progress of each of the children.
- ❖ Then we went for Lunch routine, few of the children had a very fussy appetite.
- ❖ Then it was play for the classes outside if not severe weather.
- ❖ After playtime I prepared the class for nap time so they could rest or sleep.
- ❖ After nap time it was snack time and then home time.
- ❖ Prepare Friday for next week's work.
- ❖ Prepared progress reports for parent and teacher meeting.
- ❖ Prepared for end of term reports for parents.
- ❖ The school offers aftercare, so I used to do aftercare duties as well.
- ❖ Helped wherever I could in the school.

- ❖ Helped when the school went on a school outing.
- ❖ Help promote the school wherever I can.
- ❖ I'm still involved with the school and will always help where I can.

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**13/09/2017 – 31/07/2019**

**Private Home, Riyadh, Kingdom of Saudi Arabia**

**NANNY / GOVERNESS / THERAPIST COORDINATOR**

Child – 2years old – Special Needs

- ❖ Create a stimulation, nurturing, and safe environment for the child.
- ❖ Always supervise the child's activities (all waking hours).
- ❖ Plan and prepare small meals, bottles and feed the child.
- ❖ Dress the child for daily activities.
- ❖ Dress and prepare luggage for travel & special occasions.
- ❖ Arrange and implement travel routine.
- ❖ Travel with and permanently function as companion for the child.
- ❖ Implement and keep to safety requirements for the child during travel and daily activities.
- ❖ Place the child down for his regular naps and bedtime.
- ❖ Structure and implement sleeping routine.
- ❖ Bathe the child.
- ❖ Change diapers (nappies) when required.
- ❖ Potty train the child when required.
- ❖ Perform housework related to the child's care, cleaning up after meals, tidying play areas and washing of bottles.
- ❖ Teach the child good Etiquette & Protocol.
- ❖ Arrange supervised stimulating educational games and activities indoors and outdoors daily.
- ❖ Discipline the child when necessary to the parents' guidelines.
- ❖ Administer medication to child when authorized by parents.
- ❖ Always communicate only English to the child.
- ❖ Daily, weekly, and monthly reporting and have open communication with parents regarding the child's progress.
- ❖ Report daily progress and development to other necessary parties.
- ❖ Coordinating with all therapists working with the child within the home environment daily.
- ❖ Reporting back to the head coordinator of the team on a regular basis.
- ❖ Implementing the correct techniques to assist the child with his daily coping skills. Working hand in hand with the therapists, family, and staff to ensure his development.
- ❖ Therapists included – Jasper Behavioural, DTT (ABA therapist), Speech and Occupational therapists and Hippo therapy.
- ❖ Facilitating language-learning in pretend play.
- ❖ Fostering emergent literacy skill.
- ❖ Daily living skills, such as toilet training, dressing, brushing teeth, and other grooming skills
- ❖ Fine motor skills required for holding objects while handwriting or cutting with scissors.
- ❖ Gross motor skills used for walking, climbing stairs, or riding a bike.
- ❖ Sitting, posture, or perceptual skills, such as telling the differences between colours, shapes, and sizes.
- ❖ Awareness of his or her body and its relation to others.
- ❖ Visual skills for reading and writing.
- ❖ Play, coping, self-help, problem solving, communication, and social skills.

- ❖ Develop peer and adult relationships
- ❖ Learn how to focus on tasks.
- ❖ Express feelings in more appropriate ways
- ❖ Engage in playing with peers.
- ❖ Learn how to self-regulate.
- ❖ Reporting back to the head coordinator of the team on regular bases.
- ❖ Implementing the correct techniques to assist the child with his daily coping skills.  
Working hand in hand with the therapists, family, and staff to ensure his development.

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**01/06/2017 – 31/07/2017**

**Victory Kid Early Intervention Centre for Children with Social & Educational Needs. –  
Newton Park, Port Elizabeth, South Africa  
VOLUNTEERED AS A ONE-ON-ONE TUTOR**

Child – ages from 18months to 11 years – Special Needs

- ❖ Morning meeting with Principal and staff
- ❖ I taught 8 children one-on-one.
- ❖ Also stood in for teachers that were absent from work due to being sick.
- ❖ Prepare the station for the day's work with each of the children.
- ❖ Make sure that I have the necessary items for each child's lesson.
- ❖ Prepare on Friday for the next weeks work sheets.
- ❖ Helped with snack time with all the kids and then lunch time.
- ❖ The school offers aftercare, so I used to do aftercare duties as well.
- ❖ Helped wherever I could in the school.
- ❖ Helped when the school went on school outing.
- ❖ Help promote the school wherever I can.

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**14/04/2017 – 24/05/2017**

**SPECIAL LEARNING INC:**

Applied Behaviour Analysis online training course.

Applied Behaviour Analysis (ABA) is proven to have the highest rate of success in treating autism spectrum disorders (ASD). The best way to learn about ABA is to listen to highly trained professionals who have experience and knowledge of the principles and methods of Applied Behaviour Analysis.

This comprehensive 9-part training course includes the following:

- ❖ What is Autism?
- ❖ ABA Overview
- ❖ Methods of Teaching Overview
- ❖ Pairing
- ❖ Errorless Teaching and Prompting
- ❖ Active Student Responding: Increasing Learner's Motivation and Self-Monitoring
- ❖ Teaching Methods in Application
- ❖ Decreasing Problem Behaviour with an FBA: Part 1 - The Assessment
- ❖ Strategies to Increase Beginner Classroom Participation Skills

Each session is 1.5 to 2 hours in length. Participants are required to take a 10 question multiple choices pre-test and a 20-question post-test for each session to allow us to assess baseline and information retention. Participants will receive a certificate of completion upon demonstrating proficiency (80% pass rate) and completion of a 50-question final exam at the conclusion of the course. Individual 10-Week Course (Final exam during week 10)

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12/11/2012 – 30/06/2014

Montessori School- My School, Riyadh, Kingdom of Saudi Arabia

HEAD TEACHER OF CLASS FOR 3/6 YEARS

First few months of working at the school I observed and slowly picked up the concept then started planning my own lessons and did theory work after hours. Finally, we did our theory exams and got my certificate. During class we were observed daily and guide by a facilitator.

Kindergarten - 3 / 6 years of age – 21 kids

- ❖ Daily administration of the classroom
- ❖ Planning of daily lessons and following them through
- ❖ Attending to the health and safety of all the children at any stage of the day.
- ❖ Keeping a communication book for parents and teachers
- ❖ Scheduling and following up on parent/teacher meetings.
- ❖ Planning and helping with monthly fun day activities
- ❖ Attending extra training provided by employer.
- ❖ Being fully responsible for the equipment in the classroom
- ❖ Recording of each child's progress and preparing a progress report when necessary
- ❖ Assisting other classes if teacher was absent.
- ❖ Planning and preparing of my classes end of the year function.

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01/04/2012 – 30/06/2012

HRH Moudi Ahmad Al Sudairi, Riyadh, Kingdom Saudi Arabia

NANNY / ENGLISH TEACHER

Nanny for one of the twins every alternative day

- ❖ Worked as a member of a team for the care of the 14-month-old twin Princes.
- ❖ Fully responsible for carrying out daily activities to meet one of the twins physically, emotionally, and safely while on my shift.
- ❖ Helped prepare and serve meals and snacks to the prince in my care and fed him a combination of bottled milk and solids and helped to wean the baby fully onto solids.
- ❖ Started teaching the twins to eat by themselves.
- ❖ Changed nappies and bathed and dressed the twins for all relevant occasions.
- ❖ Prepared educational lesson for the twins, games and played with the children.
- ❖ Tutored each prince individually for an hour a day.
- ❖ Ensure that their rooms, wardrobes and play areas are kept neat and clean.
- ❖ Always accompany the twins outside for play sessions within the palace as well as taking the twins to the shopping malls to the play areas and over see their safety.
- ❖ Always accompany the princes to family and friends
- ❖ Prepared for the next shift and all recording of bottles, nappy changing and medication in the record books.
- ❖ Handed over all daily reports to the night shift.
- ❖ Met with parents on a weekly basis to discuss the week's plans.



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01/09/2009 - 31/10/2011

Madame Sheikhha Al Dhaheri - Al Ain –United Arab Emirates

NANNY / GOVERNESS

Children - 2 Girls – Ages 6 and 8

- ❖ Full responsibility for the care, wellbeing & safety of two older princesses
- ❖ The two younger princesses were also part of my responsibility
- ❖ Ensure that their education was up to standard before they entered school level.
- ❖ Prepare breakfast and pack lunches and school bags.
- ❖ Make sure girls were dressed for school.
- ❖ Ensure that they ate before leaving.
- ❖ Prepared educational work for the two younger princesses.
- ❖ Tutored each princess individually for an hour a day.
- ❖ Prepare the older two princesses homework schedule and extra learning.
- ❖ Assist with school projects.
- ❖ Ensure that all tutors arrive timorously in the afternoons and handle challenges.
- ❖ Ensure that schooling records and lesson were updated on schedules.
- ❖ Ensure that their wardrobes were prepared for the afternoon, evenings and next day.
- ❖ Collect girls from school and ensure that they eat a balanced meal.
- ❖ Begin the afternoon sessions with the girls.
- ❖ Accompany the girls outside for play sessions.
- ❖ Prepare evening meals and ensure that the girls have eaten and got ready for bed.
- ❖ Read bedtime stories and prepare everything for the next day.

Weekends –

- ❖ Make sure that all homework was completed before fun time.
- ❖ Always took the girls to the shopping malls and play areas while overseeing their safety.
- ❖ Always accompany the girls to family and friends

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01/05/2007 - 31/07/2009

HEAD TEACHER - ENGLISH

New Generation Learning Centre, Port Elizabeth, Eastern Cape, South Africa

Received my 2-year contract to work in the Middle East in a Private Home.

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02/02/2006 - 30/05/2006

ENGLISH TEACHER/NANNY

HRH Princess Ghada Al Fasil, Riyadh, Kingdom of Saudi Arabia

Filled in for a permanent staff member that was on Leave 3 months.

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(THIS SECTION IS FOR OLDER POSITIONS, ALL INFORMATION IS AVAILABLE ON REQUEST)

**LINEN MANAGER** –Prestige Cleaning - Airport Sun Intercontinental – Johannesburg

**CONTRACTS MANAGER** – Prestige Cleaning - Park Lane Hospital – Johannesburg

**HOUSEKEEPER** - Prestige Cleaning - Hemmingway’s Hotel - East London

**EXECUTIVE HOUSEKEEPER** – Rebserve Cleaning – Paxton Hotel –Port Elizabeth

**SUPERVISOR** – *Prestige Cleaning* - Greenacres Hospital – Port Elizabeth



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## EDUCATION AND QUALIFICATIONS

Secondary: Matric (Grade 12)

## FURTHER SKILLS

### IT Proficiency:

- Word
- Excel
- PowerPoint
- Internet
- Email
- Facebook
- LinkedIn
- Instagram

### Languages:

- English
- Afrikaans

### Courses:

- Applied Behavior Analysis – (ABA therapy) 14/04/2017 to 24/05/2017
- South African Butler Academy - 11/8/2014 to 2/10/2014
- Montessori Training course in Saudi Arabia - 8/12/2013 to 2/1/2014
- Chilton Au Pair Placement & Training – Au Pair training course
- Chilton Au Pair Placement & Training – First Aid & CPR 24/8/2012
- SA Red Cross – Caring for People at Home (Level1) 24/8/2007
- Cleaning update – Siyaya Skills Institute 3/11/2004
- Windows 98 (Level 1 -) 21/8/2002
- IOD act workshop – (NOSA) – 1995
- Health and Safety workshop – (NOSA) - 1995
- Basic Hotel Reception Skills- Certificate – 19/4/1995 to 1/6/1995
- Tom and Jerry Educare Academy – Diploma – 01/08/1997,
- National Certificate of Art – Diploma – 01/1991 – 11/1992,
- Firefighting course – Certificate – 04/1988,
- Junior Achievement 10/1988

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## PERSONAL DETAILS:

Driving License	Full/Clean - 08
Health	Excellent; non-smoker
Marital Status	Single
Age	51
Nationality	South Africa
Salary	<b>3500 – 4000 GBP per month</b>
Attributes/Skills	Strive for excellence in a work environment. Loyal, dependable, and honest Professional appearance Ability to manage stressful situations. Organizing and co-ordination Strong personality Leadership

Integrity  
Imaginative & Creative  
Enthusiastic & Energetic  
Supportive  
Diligence & Hard-working  
Project Manager & Problem Solving

**INTERESTS AND ACTIVITIES**

**Include:** Art, Drawing, Designing, Keeping Fit, Cooking, Camping, Hiking, Reading, Wildlife conservation and cycling

**REFERENCES ARE AVAILABLE ON REQUEST**

