
LAYLA TALEB

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PROFESSIONAL SUMMARY

A highly self motivated individual with a punctual personality with high expectations. An ambitious person who works extremely hard to achieve goals, targets and objectives. I believe that I work best and thrive when challenged in a new environment. Demonstrates exceptional time management and flexibility in schedule. utilising advanced sales techniques and strong communication skill. Committed to leveraging skills in a dynamic environment to achieve career growth.

WORK HISTORY

Team member, 06/2021 - 01/2022

Smyths Toys Superstores - Cardiff

Packing Orders/Stock Management

Helping with stock replenishment and organising displays.

maintaining store appearance, keeping the store tidy and organising shelves.

Staying knowledgeable about the store products and providing fantastic customer assistance.

Childcare assistant, 03/2022 - 01/2023

Now Education - Cardiff

Worked in different schools, daycares and nurseries around Cardiff/Barry.

Supporting teachers and ensuring that children are safe.

Helping to prepare learning materials and assisting with lesson delivery.

Feeding and toileting ,assisting younger children with meal times, snacks and hygiene routines.

Role requires patience and communication skills.

DBS certificate and EWC certificate.

Kitchen staff member, 10/2022 - Current

Holroyd Howe - Cardiff

- Assisted in food preparation for enhanced meal quality.
- Demonstrated ability to follow recipes accurately, resulting in consistent dish quality.
- Followed health and safety guidelines, ensuring a safe work environment.
- Improved kitchen flow by maintaining a clean and organised workspace.

Children's support worker, 01/2025 - Current

Hoop Education - Cardiff

- Collaborated effectively with colleagues for smooth operations within the childcare setting.
- Organised engaging educational games, encouraging interactive learning experiences.

- Maintained detailed progress reports for each child to keep parents informed about their child's development.

SKILLS

- Childcare expertise
- Behaviour management
- Time management
- Flexibility in schedule
- Sales techniques
- Retail sales
- Communication Skills

EDUCATION

GCSEs, 09/2016 - 06/2021

Cathays High school - cardiff - A*, A , B , Merit

Certificate of Higher Education: CerTE Healthcare practice , 09/2024 - Current
University of Wales Trinity Saint David - Swansea, City and County of Swansea