

JESSICA CLAIRE

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Professional Profile

Talented early education professional with diverse experience in planning and implementing various activities for promoting physical, social, emotional and intellectual growth of children.

Qualifications

- Professional and mature
- Dedicated team player
- Charting and recordkeeping
- Basic clerical knowledge
- Reliable and punctual
- Dependable
- Reliable
- Punctual
- Calm and patient
- First Aid and CPR Certified
- Preschool educator Exceptional organizational skills
- Schedule creation and maintenance
- Infant, toddler and preschool curricula
- Proven team leader

Experience

Management, 08/2014 to 05/2015

Richeson Management Corporation – Coahoma, TX

My responsibilities included answering phones, updating children's files, scheduling teachers for classroom assignments, health and safety coordinator and learning adventures coordinator.

I have moved up in the company during my 10 years working in the child care field to manager. I have worked in the office environment and had to deal with many different personalities. I was in charge of meeting with parents and conducting tours of center. I helped facilitate indoor and outdoor play, parent-teacher conferences and keeping the classroom clean. I collaborated daily with classroom teachers to keep activities running smoothly. I monitored educational progress by keeping detailed individual charts and files. I used clear communication and professionalism to develop constructive relationships with families

I was responsible for the Learning Adventures Program. I would make sure that kids were fully engaged in the art or learning activity each week. This was an extra program that parents would sign up for their children. I organized activities that developed children's physical, emotional and social growth.

I was the Health and safety coordinator. I would make sure that all first aid centers were fully stocked and any replacements were made timely. I put in work orders to fix any equipment or other items that needed to be fixed to ensure safety at center. I reported health concerns and posted health warnings in case of illness. I ensured that all health records for students were current and properly filed. I also ensured that teachers kept their child supervision records up to date.

I frequently substituted in office and classroom areas. I maintained detailed administrative and procedural processes to improve accuracy and efficiency.

I monitored supply and material inventory. I monitored children's play activities to verify safety and wellness.

I set up tables, decorations and refreshments for family events.

I maintained the front desk and reception area in a neat and organized fashion.

Teacher/Front Office Assistant, 03/2009 to 08/2014

Kindercare Cupertino – City, STATE

My position was as an infant teacher and office assistant.

As an office assistant, I managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. I maintained the front desk and reception area in a neat and organized fashion. I maintained detailed administrative and procedural processes to improve accuracy and efficiency. I set up tables, decorations and refreshments for family events.

I frequently substituted in office and classroom areas.

As a teacher, I was in charge of making sure the children's files and any forms were up to date and that I conduct development assessments on each child in my care. I also was an excellent multi-tasker, I had to care for 4 infants which included feeding, changing, play time and preparing all the necessary reports to provide to parents and front office.

I encouraged curiosity, exploration and problem-solving with age-appropriate playtime activities. I used clear communication and professionalism to develop constructive relationships with families. I organized activities that developed children's physical, emotional and social growth. I reported health concerns and posted health warnings in case of illness. I monitored children's play activities to verify safety and wellness.

Teacher/Camp Leader, 01/2004 to 03/2009

YMCA – City, STATE

My position was a teacher and camp leader.

I helped facilitate indoor and outdoor play, parent-teacher conferences and keeping the classroom clean both during the afterschool or summer camp care at YMCA. I collaborated daily with classroom teachers to keep activities running smoothly. I monitored educational progress by keeping detailed individual charts and files. I used clear communication and professionalism to develop constructive relationships with families. YMCA parents needed to be reminded of the YMCA program plan. I monitored children's play activities to verify safety and wellness. I set up tables, decorations and refreshments for family events. I maintained the front desk and reception area in a neat and organized fashion.

Education

General Studies

Evergreen Valley College - San Jose, CA

Administrative

West Valley College - San Jose, CA

Child Development

Brandman University - San Jose, CA

Coursework in Early Childhood Education

High School Diploma: General Studies, 2004

James Lick High School - San Jose, CA

Skills

Arts, Basic, clerical, com, Excellent communication, CPR Certified, Dependable, Edit, Email, First Aid, Microsoft Office, Self-motivated, Teamwork, Multi-Task Management, Computer Proficient