**Katie Lewis**

Everett, WA

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425-232-2183

**Work History**

### Assistant Director

Everett, WA **October 2015 - Present**

ABC Center

* Answer phone inquiries on pricing and enrollment.
* Promptly answer inquiries via email.
* Work with parents on registering children into center.
* File paperwork, and organize all other office work.
* Manage and train employees.
* Write schedule for all employees.
* Lead classrooms, and engage with children.

## **Household Manager/Nanny May 2014 - October 2015**

Everett, Wa

* Was in charge of all daily activities for children.
* Prepare healthy, nutritious meals for children.
* Implement fun, educational activities.
* Transport children to and from school.

### Center Health and Safety Coordinator/ March 2012 - May 2014

Kindercare

Silver Lake, WA

* Provide a safe and healthy environment for children, families, employees.
* Maintain, promote, and implement activities that foster a safe and healthy environment for all.
* Perform daily, monthly, and weekly tasks on Health and Safety.
* Conduct monthly center safety inspections.
* Organize and lead the center’s H&S meeting.
* Administrative support.

**OTHER SKILLS**

* Microsoft Office/Excel
* Outlook
* Procare Software
* Administrative experience

**Education**

**High school Diploma September 2005- June 2009**