

Robert Smith

Child Care Specialist/Analyst

PERSONAL STATEMENT

Certified as a Residential Child and Youth Care Practitioner First Aid & CPR certified Personal Summary Dedicated professional with 6 years in counseling and crisis intervention with at risk adolescence. Seeking a position within a company for the opportunity to experience new challenges and professional developments. Provide a comprehensive academic and work background in youth residential services.

WORK EXPERIENCE

Child Care Specialist/Analyst

ABC Corporation - August 2004 - September 2005

Responsibilities:

- Maintained the operation of a childrens waiting room in the juvenile courthouse.
- Accomplished daily tasks by communicating with both adults and children ensuring that they have a safe and pleasurable experience.
- Escorted children to and from court rooms as needed.
- Worked the front desk in the Victim/Witness office by answering phones and working with witnesses, district attorneys, police officers and other civilians that came into the office.
- Prepared calendars by using information from subpoenas.
- Placed civilians and police officers on call as required by the district attorneys office.
- Maintained confidential and classified information.

Child Care Specialist

ABC Corporation - 2000 - 2004

Responsibilities:

- Provided a safe, healthy environment for a childs development.
- Cared for children by playing, talking, and interacting with them.
- Served children healthy meals and snacks.
- Provided a role model for discipline and good behavior.
- Kept calm and alert during stressful situations.
- Certified in basic first aid.
- Certified in CPR..

Education

Elementary Education - October 2014(WESTERN GOVERNOR'S UNIVERSITY)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Inventory, Forklift
driver,.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)