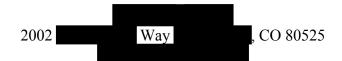
Functional Resume Sample



Career Summary

experience in early childhood development with a diverse background in the care of special needs children and adults.

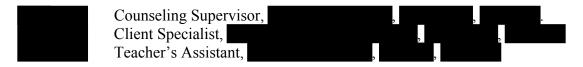
Adult Care Experience

- Determined work placement for 150 special needs adult clients.
- Maintained client databases and records.
- Coordinated client contact with local health care professionals on a basis.
- Managed 25 volunteer workers.

Childcare Experience

- Coordinated service assignments for 20 part-time counselors and 100 client families.
- Oversaw activity and outing planning for 100 clients.
- Assisted families of special needs clients with researching financial assistance and healthcare.
- Assisted teachers with managing classroom activities.
- Oversaw and special student activities.

Employment History



Education



- BS in Early Childhood Development (
- BA in Elementary Education ()
- GPA (4.0 Scale): Early Childhood Development 3.8, Elementary Education 3.5, Overall 3.4.
- Dean's List, Chancellor's List