

Functional Resume Sample

2002 [REDACTED] Way [REDACTED], CO 80525

Career Summary

[REDACTED] 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 [REDACTED] basis.
- Managed 25 volunteer workers.

Childcare Experience

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

Employment History

[REDACTED] Counseling Supervisor, [REDACTED]
[REDACTED] Client Specialist, [REDACTED]
[REDACTED] Teacher's Assistant, [REDACTED]

Education

[REDACTED] at [REDACTED], [REDACTED], AR

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