**Kawone T. Hewlin**

**Upper Marlboro, Maryland 20772**

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Professional with a background in Information Technology and Customer Service. Passionate about exceling in all task and providing top notch customer service.

**Skills**

* Experience with Microsoft Office
* Excellent Time Management
* Critical Thinking and Problem Solving
* Strong Work Ethic and Accountability
* Excellent Leadership

**Training**

Little Puma Preschool CPR Certification

Lead Teacher (109 credit hours) December 2022

August 2011 – June 2013

**Education**

Child Development Associate Credential Renewal

March 2021

Food Manager Certification

Premier Food Safety

April 2017

Dr. Henry A. Wise High School

Upper Marlboro, MD

May 2014

Currently Pursuing Associates in Computer Information Systems

Ashworth College

**Work Experience**

YMCA Metropolitan | Washington DC

Assistant Program Director | May 2021 – Present

* Supervises staff, to includes call outs, PTO, daily staff schedule and concerns or issues
* Stays current with all licensing, state and local regulations and ensures that the site and all of its staff are in compliance at all times
* Operates facility and program
* Organizes and tracks employee training to ensure staff are in compliance with licensing regulations and ensuring training are suited to improve the quality of our teachers and centers
* Hire, train, coach, supervise and evaluate staff

Kinder Care | Washington, DC

Cook, Admin Assistant, Program Specialist | February 2018 - May 2021

* Prepare meals and organize mealtimes and snacks for children
* Assist in conducting interviews
* Organizing emails
* Work with Microsoft Office
* Assisting in resolving computer related issues

Bright Horizons | Washington, DC

AssociateTeacher, Preschool Teacher, Substitute Teacher, Cook | July 2015 – February 2018

* Supervise and monitor the safety of children and staff
* Prepare meals and organize mealtimes and snacks for children
* Help children keep good hygiene
* Organize activities and implement curriculum that allows children to learn about the world and explore interests
* Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime
* Watch for signs of emotional or developmental problems in children and bring the problems to the attention of parents
* Keep records of children’s progress, routines, and interest
* Plan, post and follow approved menus that are nutritionally sound, making substitutions as needed, keep accurate inventory record and place food order, all within center/school food budget.
* Demonstrate a friendly, courteous and professional demeanor.

References Furnished Upon Request