**Erika N. Hiller**

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**Objective**

To obtain achallengingpositionwith a progressive organization that will provide an opportunity to gain

experience and professional development.

**Skills**

Computer Literacy 90 wpm- Microsoft office Organizational Communication

Manager skills Customer service Detail-Oriented

**Experience**

June 2006 – present **Kids Academy** Vernon, CT 06066

**Child Care Worker/Manager**

* Caring for the well-being of approximately 8-10 children ranging from six weeks to ten years old
* In charge of the daycare when the director is away. 50 children.
* Giving tours and trying to get parents to join our facility.
* In charge of tuition and sales. Good record keeping
* Observed and recorded children's growth, behavior and development, and discussed with parents.
* Prepared play and learning materials and set up the children's environment.
* Supervised children's play, making sure of their physical safety at all times.
* Helped children with daily routines such as toileting, dressing, eating and sleeping.
* Guided children's behavior and social development
* Prepared light snacks and meals.
* Maintained a safe, clean, appealing environment.
* Performed simple first aid in emergencies – CPR certification and Epi-Pen/ Medication Certification

**Education**

**Tolland High School, 2007 - Diploma**

**Manchester Community College, Manchester, CT 2009-2010**

Sociology and Psychology courses

**Volunteer Work**

Special Olympics St. Matthews church