|  |  |  |  |
| --- | --- | --- | --- |
| **Nicole Laymon**  Glastonbury, CT  860-899-7040  NicoleDinNE@cox.net | | | |
| profile | | | |
|  | Hard-working with great communication skills and a perfect attendance record.  Can work as a team member or independently as a self-starter.  Computer skills include: Microsoft Windows, Microsoft Word, 20 gwpm.  Knowledge of HIPPA compliance and Medical billing procedures. | | |
| experience | | | |
|  | Private Family Nanny | | 2010 - Present |
| Nanny   * Planning daily, weekly activities. * Driving children to activities and events. * Communicating with parents about children and daily functions. | | |
| KinderCare Learning Center | | 2008 - 2010 |
| Teacher   * Followed strict schedule in a timely manner. * Write daily reports for each child attending. * Planned all activities for children attending my room. * Performed an assessment for every child attending my class. * Scheduled and conducted parent-teacher conferences. | | |
| Our Children’s Place  *Teacher/Office coordinator*   * Answered incoming calls, made calls to parents regarding their children. * Scheduled tours and presented tours to potential customers. * Maintained files of all children attending the center. * Planned special activities and daily lessons * Supervised to insure all daily lessons were properly followed through with safely. | | 2007 - 2008 |
|  | | |
|  | |  |
|  | | |
| EDUCATION | | | |
|  | Manchester Community College | Present | |
| Medical Administrative Assistant Medical Option. | | |
| Manchester Community College | 2010 | |
| Awarded my CPC-A through the American Academy of Professional Coders. | | |
| Ridgewood High School | 2006 | |
| Completed with a high school diploma. | | |