159 Coho Lane

Suffield, CT 06078

(860) 559-0075

To whom this may concern,

My outgoing personality, my experience with children and families, and my recently completed [education](http://www.quintcareers.com/sample_graduate_letter.html) make me a strong candidate for a position in the field combining Psychology and Education.

I recently graduated from American International College in May 2009 with a Bachelor’s degree in Psychology and minor of Education, where I was represented as one of the top most culturally aware twenty five females in my class and was a peer mentor showing the ropes to new college freshman all year round.

Although a recent graduate, I am not a typical new graduate. I've put myself through school by working such [jobs](http://www.quintcareers.com/sample_graduate_letter.html) as Assistant After School Program Coordinator for Homer St. Elementary, Activity Coordinator for Senior Citizens, Volunteer Tutor for low income based families, all of which enhanced my formal education.

I have the maturity level, skills, and dedication to exceed at this job opportunity. I would like to have the opportunity to talk with someone about my resume and the job opportunity.

Thank you for your time and consideration,

Tiffany Marie Doane

**Tiffany Doane**

**159 Coho Lane**

**Suffield, CT 06078**

**(860) 559-0075**

**Motivated, personable professional with a Bachelor’s Degree from American International College** talent for managing time,

completing tasks at hand, likes hands on tasks, socializes well with others of all ages, maintains a positive attitude and outlook

**Flexible and versatile – able to maintain a sense of humor under pressure.** Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills. Excellent individual skills as well as: Great people skills Superb involvement with children

Creating programs Great confidence in communication

Time management skills Positive role model for youth

Positive outlook High ambition to educate

General Office Skills Willingness to do more than asked

Computer Savvy Open availability

Customer Service Dedicated to work

**Employment History**

**The Kids’ Place – East Longmeadow, MA**

Education Center/Lead PreSchool Teacher/ Nov. 2010-March 2011

As Lead Teacher I implemented a weekly lesson plan and curriculum for a class of twenty 4 and 5 year olds. Within this age group I provided care and attention to a 5 year old Autistic boy. I served the children snacks and lunch, created projects and activities to conjoin with my weekly created theme, communicated with the childrens’ families about their improvements or lack there of so we could work as a team to bring their child up to par within the educational guidelines within their age group. I worked with children and their IEP’s to make sure they were improving and being given the attention they needed. I had an aide with myself in the classroom to instruct as well, so when I needed help I never felt short handed. I formed monthly newsletters and daily notes to always ensure the families knew exactly what was upcoming and what their child has been involved in.

**Bright Horizons Family Solutions- Glastonbury, CT**

Education Center/Teacher 08/17/2009-9/17/2010

At this education center my job was to be a teacher to the children who came to our facility off the bus from public school, to continue their education. I always went above and beyond on the job. I spent numerous hours in the classroom with my students as well as plan and coordinate fundraiser events and family celebrations. I put together a fundraiser entitled Haiti Night, in which my students helped me raise over $1,000 to send to Haiti to give them a helping hand. In return my company matched my fundraiser sending over $2,000. I worked very well coordinating tasks as well as taking suggestions and involving everyone’s opinion. I worked wonderfully with a time limit and can handle any situation given to me. Each and every day I tackled disputes between families and children, good or bad. My office skills are exceptional for that I am great on the phone communicating information and great on a computer. I also coordinated curriculum and teach different topics to the children each week involving numerous creative activities I plan myself. After curriculum is completed for the day I distributed their snack to the children and carry on with fun, education, and activities until their pick up time.

**Target – Enfield, CT**

**Cashier/Guest Services** 06/2007 to 08/2009

At Target I was a cashier and guest services team lead. I maintained a positive and enthusiastic outlook each and every day. I also completed numerous individual tasks given to me by peer store managers, knowing that I would be able to get the task completed accurately but in a timely manner. I show up on time and for work each day scheduled.

**Reeds Landing**– **Springfield, MA**

**Internship Program Coordinator,** 2008-2009

At Reeds Landing, as a program coordinator I created three eventful activity nights for the residents in the Independent Livingsection. Each night was different from the other and there was always a full crowd. As well as creating these activity nights I was there to teach residents how to play Wii Nintendo, as they were excited to learn how to play. In my time there I was able to get the residents to socialize amongst each other more and encourage them to push themselves to learn more.

**Homer Street Elementary School** – **Springfield, MA**

**Teacher Assistant,** September, 2005 - May, 2007

In my two years at Homer Street as a T.A. for my work study job from AIC, I assisted the second grade teacher throughout the day. Tasks included creating mini lesson plans, class activities, correcting homework assignments, monitoring students and their behaviors, giving one on one help in class work, assisting her in walking the students from one class to the next, and redirecting any child that was bothered by any family conflicts as there seemed to be a lot. I also was on lunch duty multiple times, making sure students were behaving and eating their meals.

**After School Program Coordinator** September 2006-January 2007

As coordinator for this after school program I did payroll for existing employees, staffing, interviewing, implemented a child’s homework and activity program for employees to enforce, fed children dinner, communicated with parents on child’s academic improvement, and communicated with the Director about any issues.

**Education**

**American International College** – Springfield, MA

Psychology Major Education Minor 2005-2009

**Suffield High school – Suffield, CT**

High School Diploma 2001-2005

**Certificates**

CPR Certified by American Red Cross

(2-17-2010)

First Aid Certified by Heartbeats

(2-15-2010)

Head Teacher Certified by the State of CT Dept. of Public Health

(5-19-2010)

“5 Rights of Medication Administration” Certified by Dept of EEC

(3-7-2011)

**Training**

Office of The Young Child Seminar (October 2010)

-Male Involvement

-DCF Mandated Reports

-Literature and Context

L.I.F.E. Conference (February 2011)

-Class Management

-Behavior Management

-Circle Time