***Meosha Henyard***

• (469) 254-6941 • mhenyard75@gmail.com

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|  | Summary of Qualifications |  |

Accomplished Early Childhood Educator seeking a position within your company. I am a motivated customer service specialist with over 20 years of experience within a fast-pace, team-based environment.

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| * Excellent customer service specialist * Hands-on classroom experience with early childhood education | * Excellent knowledge of the pre-k classroom * Excellent knowledge of infant/toddler development, educational, and health needs |
| * Remarkable ability to work in a professional manner | * Thorough knowledge of the principles of child growth and development |
| * Immense ability to read, understand and follow performance standards | * Excellent interpersonal and problem solving skills |

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|  | Professional Experience |  |

# ChildCareGroup, Uplift Gradus, DeSoto, TX July 2015 -- Present

# Pre-K Teacher Assistant

*This position supports and assists the preschool teacher in the implementation of a highly-quality preschool program at Uplift. Works with the classroom teacher to provide a safe and healthy learning environment to enhance student growth and development, implement a preschool classroom program in compliance with CCG standards and Pre-K guidelines, and interact with parents to promote parent involvement and support in the preschool program.*

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# Cedar Hill ISD, Cedar Hill, TX August 2014 – August 2015

*5th and 6th grade SKILL Paraprofessional*

Responsible for transitioning students to and from classes. Assisting the teacher with daily planning of the classroom, while teaching life skills.

# ChildCareGroup, Dallas, TX December 2002 – August 2014

*Lead Infant/Toddler Teacher*

Responsible for the daily planning of infant and toddler education. Complete room arrangements, schedules, and monitor assigned children. Promote children’s security and attachment by prompt response. Support optimal and consistent development and education. Create individualized program delivery plans meeting curriculum goals. Ensure program delivery plans and provide inclusive development and educational opportunities. Plan and implement activities promoting the social, physical, and intellectual growth of infants and toddlers. Administer appropriate care of hygiene, learning, and developmental activities. Comply with all the governmental regulations regarding the care of infants and toddlers. Ensure to report necessary information regarding the care and safety of infants and toddlers. Complete timely and accurate documentation. Support the social and emotional development of infants and toddlers.

# Children’s Courtyard, Grand Prairie, TX August 2001 – December 2002

### *Toddler Teacher*

Maintained classroom records, cleanliness, and orderliness. Provided appropriate care and support to children. Managed to meet expectations for delivering customer acquisition and retention. Ensured to keep the Director informed of any necessary information regarding care and safety.

# ADS Allied, Eastpoint, GA September 1999 – August 2001

### *Executive Assistant*

Responsible for managing all executive level administrative tasks that included conference calls, meetings, and arrangements of travel. Provided information to incoming calls and responded to internal requests in a timely manner. Helped in development of reports and presentations at executive levels. Responsible for meeting persons, special interest groups, and others for management.

**Today’s Children, Clarkston, GA**   **August 1994 – September 1999**

## Infant Teacher/Pre-K Assistant

Conducted developmental skills checklist and interpreted resulting data. Maintained student development portfolios to monitor and assess student growth throughout the year. Maintained a caring, supportive, developmentally, appropriate early childhood environment to foster student growth and development. Communicated with parents, on a regular basis via newsletters, notes, phone calls, and parent-teacher conferences.

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|  | Education/Training |  |

**AAS, Major in Applied Science/Early Childhood Education**

August 2002 to present

Dallas County Community Colleges

Dallas, TX

CDA Credentials

CPR/First Aid Certified

CPI Certified

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|  | Computer Skills |  |

Internet Explorer; multi-line phone systems; standard business machines; typing speed: 64-70 WPM

Proficient knowledge of Microsoft Office products:

Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook

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|  | references |  |

**Lashona Langrum 817-404-2145**

**Lamarr Vines 469-261-0392**

**Tameka Pope 760-520-3860**

**Tashera Jordan 972-916-8119**