Ladies and Gentlemen:

I am interested in pursuing employment opportunites within your organization, specically as a Certified Nursing Assistant (CNA) or in the position of a Patient Care Technician.

Presently, I am serving in a volunteer capcity at Cedar Hill Healthcare, located in Cedar Hill, Texas. I have the honor of using my CNA credentials and expertise to support the professional nursing staff and the facility administration in the care of residents of varying skilled nursing care needs. My responsibilities include direct and indirect pstient care services.

In addition, I am employed by Merrimac Learining Center, located in Duncanville, Texas, in the position of Infant Teacher. In this role, I continue to use my Early Childhood Education training in the capacity of a caretaker staff trainer.

I am providing my resume for your review and consideration. I look forward to speaking with you personally in the near future.

Sincerely,

Shirley A. Wallace

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|  | **Employment History**  ***Volunteer Caretaker & Resident Advocate -* Cedar Hill Healthcare Center**  **January 2018 – present**  Utilizing my formal training as a Certified Nursing Assistant, my responsibilities include:   * Meet the needs of facility residents as assigned and in accordance with facility guidelines, resident care plans, as well to federal, state and local regulations. * Coordinate responsibilities with facility supervisors, including nursing management and facility administration.   **Teacher – Infants – Merrimac Learning Center**  **2015 - present**  Drawing upon my Early Childhood Education background and direct childcare experience, my respoinsibilities include:   * Provide a safe, clean and nurturing environment for all children receiving chidcare services. * Ensure children meet developmental milestones. * Provide timely communication to parents and supervisory staff. * Conduct staff training as needed or in accordance with applicable regulations. * Maintain accurate documentation as required.   **Lead Teacher - Toddlers & Infants - Perfected Praise Childcare Center**  **2011 - 2015**  *Applying my expertise, education and experience in Early Childhood Education, my responsibilities included:*   * Delivered educational and social activitiesas well as personal care in accordance with the prescribed curriculum. * Ensured daily hygeine, nutritional and safety needs of children were meet in accordance with best practices and state licensing standards. * Provided routine communication with parents and supervisors as it related to the progress and development of children in my care. |
|  | ***Teacher - PreK - His Kids Children Center***  **2007 - 2010**  *Using my education and experience in Early Childhood Education, my responsibilities included:*     * Developed and implemented weekly lesson plans in accoradance with the approved curriculum. * Coordinated and implemented thematic seasonal arts and craft activities. * Ensured activities were tailored to the learning abilities of children in my care. |
|  | **Additional Experience**   * Infant/Toddler/Preschool Teacher 2006- 2007 * After School Leader 2006-2007 * Private Nanny 2005-2006 |
|  | |  | | --- | | **Education and Training**   * 1987 Early Childhood Education Certificate - Bilston College * 2015 – present - Career Readiness Training - Cedar Valley College   (Patient Care Technician certificate pending required clinicals)   * 2017 Certification - Certified Nursing Assistant (CNA) * 2018 Certification - First Aid * 2018 Certification - Adult, Child, and Infant CPR | |  | |

**Professional References**

* Shelia Ruiz - Current Employer - 972-298-2792
* LaTara Thompkins - Former Employer - 972-322-5413
* Kim Glover- College Instructor - 469-233-7071
* Brenda Chance - College Instructor - 469-335-3545