

Jenny Tran

Proud Early Childhood Educator | Health Enthusiast | Artist

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JENNYTRAN.ME

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~ Breathe & Inspire ~

LANGUAGES

Fluent |

English & Vietnamese

Basic |

Sign Language & French

EDUCATION

Bachelor of Arts

Early Childhood Studies

Ryerson University

Jun. 2016

Ontario College Diploma

Early Childhood Education

– Academic Honours

George Brown College

Apr. 2014

Ontario Secondary

School Diploma

CyberARTS Program

– Academic Honours

Northview Heights S.S.

Jun. 2012

- ~ Passionate advocate for diversity, accessibility, culture & inclusiveness
- ~ Exceptional customer service, communication, & problem-solving skills
- ~ Enthusiastic, flexible, resilient, & works well within a team and/or independently
- ~ Excellent multi-tasking, critical thinking, organization & computer skills
- ~ Advocate for all children, families, & helping professionals

WORK EXPERIENCE

After-School Program Leader (ages 5-10)

Sept. 2016 – Present

Moorelands Community Services, Toronto, ON

- Establish & maintain positive rapport with all children, families, investors, co-workers, volunteers, and local community
- Identify areas of program improvement; report unusual or troubling behaviour while maintaining level of confidentiality and privacy
- Professionally & positively resolve conflicts through communication and documentation
- Comply with health & safety standards; support emergency response procedures
- Collaborate with interdisciplinary team and local community to bridge the opportunity gap for children and families in low-income areas
- Develop online calendars & detailed lesson plans; implement diverse play-based pedagogy that inspires growth across all domains
- Organize & facilitate program events; participate in regular team training & meetings; communicate program updates & suggest innovative changes

Lunch Club Coach (ages 2-12)

Sept. 2016 – Present

Real Foods for Real Kids, Toronto, ON

- Lead a children's nutrition program that inspires healthy eating practices
- First point of contact for inquiries & information; effectively resolves daily conflicts
- Provide online clerical documentation, emailing, scheduling, & train co-workers

FIELD PLACEMENT EXPERIENCE

Art Facilitator (ages 2-11)

Sept. - Dec. 2015

Children's Art Studio Inc., Toronto, ON

- Facilitated a safe environment to embrace play, self exploration, and creative expression; developed & led specialty ELECT-based arts program
- Designed a promotional brochure, & generated an internal resource inventory

Child Life Assistant, Paediatric Unit (ages 0-25)

Jan. - Apr. 2015

Humber River Regional Hospital, Toronto, ON

- Communicated age-appropriate explanations, designed and assessed play-based therapeutic & educational interventions, while increasing self-expression, mastery of control and decreasing hospitalization

CERTIFICATES

HIGH FIVE | Principles of
Healthy Development
Sept. 2016 - Present

CPI
Nonviolent Crisis Intervention
Sept. 2016 - 2018

Canadian Red Cross
Standard First Aid
CPR/AED Lvl C
Oct. 2015 - 2018

St. Michaels Hospital
N95 Mask Fitting
Jan. 2015 - 2017

Certificate of Excellence
Field Educations
Children with Special Needs
2015

Good Beginnings
Ontario Preschool Nutrition
2013

Certificate of Achievement
Co-operative Education
2012

Canadian Red Cross
Sport Injury Prevention & Care
2011

Robotics Achievement
2008

Teacher Assistant, Special Needs (ages 5-9)

Jan. - Feb. 2014

Beverley Street Public School, Toronto District School Board

- Collaborated with families and community agencies to foster each child's cognitive development and excitement of learning
- Designed inclusive play-based pedagogy; created & translated resources

Child Care Assistant (ages 1-4)

Sept. - Oct. 2013

Richmond Adelaide Day Care Centre, Toronto, ON

- Mentored new students aspiring to profession, encouraged diverse food experiences; & celebrated each child's personalities and uniqueness

Child Care Assistant (ages 0-2)

Mar. - Apr. 2013

York University Co-Operative Day Care Centre, Toronto, ON

- Valued the centrality of families, established and maintained strong relationships with all, created diverse sensory experiences encouraging play, discovery, and problem solving; documented & communicated concise health & developmental observations

Child Care Assistant (ages 3-12)

Nov. - Dec. 2012

Jesse Ketchum Child Care Centre, Toronto, ON

- Established & maintained profound relationships with children with special needs, ensured compliance with the Health and Safety standards

Teacher Assistant (ages 3-5)

Sept. 2011 - Jan. 2012

Daystrom Public School, Toronto District School Board

- Translated & interpreted Vietnamese & English; enhanced and supported each child's potential for optimal growth

VOLUNTEER EXPERIENCE

Christmas Share, Moorelands Community Service

Dec. 2016

- Received and organized donations according to age group to ensure on time deliveries to participating schools and families

Team Leader/Coach – Toronto Police Games (Annually)

Jun. 2016 - Present

- Fostered the excitement of participation through supervision, team work, & on-going motivation. Liaised with all involved, acted as the first point of contact

Facilitator – Milk Mats, Ryerson University

Feb. 2016

- Promoted the importance of giving back to the community in children
- Led & guided children on creating recycled mats out of donated milk bags

Child Life Month Fundraiser, Humber River Regional Hospital

Mar. 2015

- Communicated the importance of child life in paediatrics to the public
- Facilitated in the set-up and closing of event

Evergreen Brickworks Canada

On-going

- Guest Registration - Asado BBQ Fundraiser
- Scavenger Hunt Assistant - Wild Blueberry Festival

Sept. 2015

Aug. 2015

INTEREST & HOBBIES

Volunteering. Traveling.
Learning

~ HEALTH ~

Cooking. Gardening. Nutrition.
Exploring. Meditation

~ ARTS ~

Festivals & Events, Painting.
Photography. Drawing. Music.
Mixed-Media.

~ FITNESS ~

Yoga. Salsa Dancing. Hiking.
Snowboarding. Volleyball.
Soccer. Kickboxing

Information Clerk (Annually)

Jan. 2011 - Present

The Sear's Great Canadian Chill (Polar Bear Dip), Toronto, ON

- Foster the excitement of participation, promote fundraising, provide support

Server/Cashier (Family owned)

Aug. 2011 - Present

Green Garden Kitchen Restaurant, Etobicoke, ON

- Provide a welcoming and positive customer service experience for all
- Co-operatively & efficiently work within a fast-paced and high-traffic environment

PERSONAL PROJECTS

Leader & Founder - Mats of Kindness

Aug. 2016 - Present

- Organize social events weaving milk mats to send as donations, globally

Hand-Painted Cards (Watercolour & Calligraphy)

Jun. 2016 - Present

- Client collaborations to produce personalized gifts, invitations & greetings cards

PROFESSIONAL DEVELOPMENT

- Police Reference Check (Vulnerable Sector Screening) Oct. 2016 - 2017
- Toronto Police Clearance Letter Aug. 2016 - 2017
- Ryerson University Sustainable Rooftop Garden Apr. 2016
- Toronto Public Health - At Home Alone Safety Workshop Jan. 2014
- Don't Have a Cow: How Eating Veg. can Save the Planet Jan. 2014
- Toronto Public Health - Sexual Health & Wellness Workshop Dec. 2013
- Gareth Wheeler, Cancer Survivor Guest Speaker Dec. 2013
- BOOST Child Abuse Prevention & Intervention Workshop Nov. 2013
- Marga Vicedo - Science in History: The History of Autism Workshop Nov. 2013
- Cam Collyer - Evergreen Brick Work Workshop Nov. 2013
- Association of Early Childhood Educators Ontario Membership Oct. 2013
- Science of Early Childhood Development Licence Sept. 2012

EXTRA-CURRICULAR ACTIVITIES

- Yoga & Meditation 2008 - Present
- Royal Ontario Museum, & Art Gallery of Ontario Membership 2011 - Present
- Canadian Student Association for Children's Rights 2014 - 2016
- Kiwanis International, Miss G Project, Varsity Soccer, Eco-Heads 2008 - 2012