Sample Resume

Lead Teacher



EXPERIENCE

999-999-9999

CONTACT

PROFESSIONAL PROFILE

Resourceful Early Childhood Lead Teacher providing guidance to students in an assortment of early childhood development and education skills. Committed to creating a safe environment where children can explore new experiences and challenges. Certified in Early Childhood Education, with a strong background in cognitive development and theory. Specializing in arranging appropriate activities and encouraging healthy social interactions.

Liveyourbestlife@yahoo.com

777 Purple Street

Washington, D.C. 93110

EDUCATION

Early Childhood Development

Prince George’s Community College

2013-Present

Cooley High School

2014-2018

CYP Assistant,

*NSAB Child development center, New York, NY*

*August 2017 – Present*

* Versatile direct care staff assistant dedicated to helping and ensuring that children needs are met as well assisting direct care teacher with daily lesson and routines.
* Works closely alongside direct care staff to ensure the safety of children and staff, i.e. maintain teacher/child ratio, keeping all children in line of sight and supervision
* Assist with the planning and implementing of small and whole group activities
* Vast knowledge of the teaching strategies skills and assessment database
* Maintains, tracks, and completes daily charts and reports for children

Lead Teacher, Infant Room

*Angels and Cherubs New York, NY*

*March 2016 - Present*

Versatile Lead Teacher committed to identifying the needs of students by developing comprehensive lesson plans. Adept at keeping students engaged in the learning process through active participation of cognitive development.

* Vast knowledge of primary teaching methods and strategies, i.e.

language, literacy, physical, social and emotional development

* Skilled at assessing proficiency benchmarks of students, including one-on-one child assessments, standardized assessments, portfolios, rating scales and observations
* Plans whole group and individualized instruction for the class
* Plans and implements infant curriculum
* Outstanding analytical and critical thinking skills
* Daily verbal, written and media communication with family regarding development and child specific care
* Strong ability to supervise students and staff to ensure safety, i.e. classroom teacher/child ratio, supervised monitoring at all times
* Collaborates with team to create weekly developmental activities

and educational goals

* Maintains , tracks, and completes daily charts and reports for students
* Ensures all emergency procedures are clearly established
* Attends all in-service staff meetings
* Ensures classroom and play areas are kept clean and uncluttered
* Reviews performance of teaching assistants and offers feedback
* Administers meals and snacks, including bottle preparation according to schedule
* Diapers children according to schedule and need
* Coordinates field trips and parents events, i.e. classroom, and holiday celebrations
* Decorates classroom, i.e. learning and seasonal decoration, classroom artwork and student pictures
* Follows all licensing requirements and school policy for early childhood development

ENTE

*Company Name / Location / 2010 - 2012*

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ENTER POSITION TITLE HERE

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SKILLS

MS WORD & POWERPOINT

EXCEL

PHOTOSHOP

PC &MAC SYSTEMS

DATABASE INPUT

TECHNOLOGY

ADMINISTRATIVE SUPPORT

CREATION OF MEDIA

ORGANIZATION

CUSTOMER SERVICE

FRIENDLY/RELIABLE

PROBLEM SOLVING

TEAM WORK

Manager

*Kiddie Corp 8961 Complex Drive, San Diego, CA 92123*

*April 2013 - Present*

Child care manager and care provider for children at corporate events.

* Observes and monitors children’s play activities
* Assist team members with art and craft activities
* Administers meals and snacks, including bottle preparation according to schedule
* Diapers children according to schedule and need; assists older children with bathroom breaks as needed
* Sanitizes play area, equipment and toys
* Communicates daily activities, behaviors, and related issues with parents
* Travels on an as needed basis

Sales Associate

*Macy’s 3500 East-West Hwy, Hyattsville, Maryland 20782*

*February 2014 – April 2016*

Dedicated sales associate, well-versed in Macy’s sales and returns policies. Ability to handle busy sales environment, specializing in the dresses and intimates department.

* Strong customer service and communication skills
* Comprehensive understanding of the Macy’s point of sale system, i.e. sale register and returns
* Proficient at upselling
* Assisted customer’s in making selections and finalizing sales
* Provided coverage to other departments as needed
* Extensive holiday experience
* Assisted in setting up holiday, seasonal, and sales displays
* Responsible for social media inputs and edits
* Data base input
* Filing paperwork
* FOH recovery compliant, maintaining cleanliness of sales floor

EXPERTISE

CHILD DEVELOPMENT

INFANT CARE

CHILD CARE SAFETY

SUPERVISORY SKILLS

TEAM BUILDING

TIME MANAGMENT

COMMUNICATION

ADAPTABILITY

INSTRUCTIONAL SKILLS

EMERGENCY TRAINING

EXPERIENCE CONTINUED

INTERESTS

READING

TRAVELING

CHILD CARE

MEDIA

ARTS AND CRAFTS

AWARDS & ACHIEVEMENTS

REFERENCES

Professional

Name

Title

Phone # & Email

Professional

Name

Title

Phone # & Email

Personal

Name

Title

Phone # & Email

*The Care Course School/2016*

* Curriculum Planning for Ages 12-24 months

*National CPR Foundation/2016*

* CPR/AED/First AID

*Cooley High School/Class of 2018*

* Superior Academic Achievement Award/Honor Roll Student
* Child Development 1, 2 & 3 completed with certification
* Work Study Program completed with honors
* First Aid/CPR certification completed
* Successful summer internships completed with superior rating

Town Homes on Capitol Hill; Oni’s Family Daycare; The Children’s Connection Child Care, Inc.; and Lamont Elementary School