

Janet Doe

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Professional Summary

Highly energetic and experienced Day Care Center Director with strong background in both education and administration. Able to manage both a large staff and large groups of children. Deeply mindful of all parental concerns and priorities.

Core Qualifications

- Exceptional knowledge of child development theory and practice
- Strong child care teaching experience
- Profound knowledge of appropriate and safe child activities
- Excellent ability to interpret and implement multiple program standards and policies
- Superior ability to develop and implement staff-related programs
- High expertise in planning, supervising and delegating work to subordinate staff

Experience

July 2010 to Present Funtime Day Care and Preschool, Inc., Crete, NE Day Care Center Director

- Directed preschool activities and provided day care instruction.
- Prepared and submitted budget for management approval.
- Recommended and ordered teaching materials.
- Interviewed and recommended new teaching and service staff hires.
- Informed parents of facility enrollment procedures, policies, and activities.
- Ensured full compliance with state procedures and policies.
- Lead school to receive National Accreditation through NAEYC

May 2005 to June 2010 Happy Days Day Care Center, Omaha, NE Day Care Center Director

- Trained teachers in understanding children learning and behavioral problems.
- Recommended behavior improvement strategies to optimize learning experiences.
- Monitored facility activities to ensure compliance with local and state requirements.
- Reviewed and approved food purchases and menu plans.
- Provided medications to children per parental instructions.
- Assigned classroom duties in case of teacher absences.

Education

2004 College of St. Mary's, Omaha, NE Master's Degree in Child Development
2000 University of Nebraska, Omaha, NE Bachelor's Degree in Child Development