

Jim Doe

123 Main Street, Texas City, TX 94122
Home : 000-000-0000 Cell: 000-000-0000
email@example.com

Professional Summary

Highly energetic and experienced Early Childhood Teacher 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 Teacher, Preschool

- Directed preschool activities and provided day care instruction.
- Prepared and submitted budget for management approval.
- Recommended and ordered teaching materials.
- Informed parents of facility enrollment procedures, policies, and activities.
- Ensured full compliance with state procedures and policies.

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

- Trained teachers in understanding children learning and behavioral problems.
- Implemented 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

Child Development Associate Credential exp. 2023