

First Name, MI, Last Name

Street Address or PO Box

City, State, Zip Code

Phone Number

Objective: Position as a lead Certified Pre-Kindergarten Teacher.

HIGHLIGHTS OF QUALIFICATIONS

- Over 8 years experience in the Early Childhood Education Field.
- Certified Early Childhood Educator.
- Very enthusiastic. Quickly establish strong relationships with children and parents.
- Creative thinker. Enjoy challenging young minds.
- Strong organization and motivation skills.
- Interested in parental involvement and awareness.

PROFESSIONAL EXPERIENCE

- Designed and implemented a challenging child centered curriculum, integrating all disciplines and learning modalities, including the Creative Curriculum.
- Coordinated the staffing and scheduling of 15+ staff members in school-age summer camp programs.
- Opened and maintained lines of communication with parents, including orientation, handbooks, weekly newsletters, conferences and e-mails.
- Organized 5 to 7 weekly educational and recreational field trips for school aged children.
- Experienced with teaching children from ages 1 to 5 in classroom sizes from 5 to 20.
- Documented anecdotal observations of the children for assessment purposes in accordance with State Regulations.
- Prepared a curriculum for a General Pre-Kindergarten Program.

WORK HISTORY

Assistant Director	Great Beginnings, Sugar Hill, GA	5/04 –8/04
Teacher Assistant	Great Beginnings, Sugar Hill, GA	8/02 – 5/04
Toddler Teacher	Great Beginnings, Sugar Hill, GA	9/99 – 5/01
Toddler Teacher	Bright Horizons at Preston Corners, Cary, NC	5/96 – 5/98
Assistant Director	Young World Child Care Center, Raleigh, NC	12/95 – 4/96
Assistant Teacher	Primrose School of Buford, Buford, GA	5/95 – 10/95

EDUCATION AND CERTIFICATION

B.A. Psychology, Berry College, 1995

Early Childhood Education Certification, Certification Number: 631749, exp 6/07