Robert Smith

Child Care Expert

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SUMMARY

Service oriented, educated, hardworking individual eager to bring enthusiasm to a career within the business field .Determined, perseverant, compassionate, detail -oriented professional with strong communication, interpersonal and time-management skills. Experience working independently as a business owner as well as in a group with children and clients. Solid computer skills including coursework in accounting, franchising, and customer relations.

SKILLS

Clerical.

WORK EXPERIENCE

Child Care Expert

ABC Corporation - March 2016 – September 2016

- Promoted language development skills through reading and storytelling.
- Worked with parents to develop and implement discipline programs to promote positive behavior.
- Made healthy snacks and meals for children.
- Established and maintained a safe play environment for children.
- Closely monitored childrens play activities to ensure safety.
- Communicated with parents about daily activities and behaviors -Encouraged children to be understanding and have patience with others.
- Engaged with children on an individual basis to build positive relationships with them.

Child Care

ABC Corporation - 2013 – 2016

- 2010 - Present Child Care.
- Rochester, NY Provide childcare for several families after school, Weekends and during school vacation.
- Skills Software Skills Proficient In Microsoft Office MS Word, MS PowerPoint, MS Excel.
- Effective Communication Skills Articulate communicator with appreciation for the different communication styles required when working with others.
- Honest And Reliable Strong morals and ethics ensure honesty, reliability and ability to undertake tasks responsibly.
- Flexible Understanding of need to remain flexible to support last-minute demands and changes.
- Confortable in changing environments and situations, ensuring ability to remain flexible and adaptable at all times..

EDUCATION

Diploma - 2012(Coast High School)

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