

## Child Development Assistant

# ROBERT SMITH

Phone: (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website: [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,  
Alabama

## Objective

To advance in the business field by working with employers who aim high in quality and customer service. I would like to gain more experience and expand my resume.

## Skills

Word Software, Floor Reset, Customer Service, Quick Learner, Optimistic, Self Starter, Team Player.

## Work Experience

### Child Development Assistant

**ABC Corporation** - May 2008 – May 2010

- Created show lineup for the acts.
- Helped children prepare and coordinate their performances.
- Cared for children in the community when needed, or requested by parent - Night care Fed children & put them to bed while the parents were away.
- Participated in donating blood twice a year.
- Donated blood for free to save 3 lives.
- Assured the health and safety of children by following health and safety practices and procedures.
- Maintained learning environment in a safe, orderly and clean manner.

### Child Development Assistant

**Delta Corporation** - 2005 – 2008

- Basic child care duties to include, feeding, supervising, playing, teaching, general safety, accountability, and curriculum development.
- Basic office duties to include updating employee training records, organization of training files, and editing employee training modules.
- Kitchen duties to include preparation of meals, food handlers training, serving, and dishes.
- Basic child care duties to include, feeding, supervising, playing, teaching, and general safety.
- Cared for babies aged 6 weeks to 6 months.
- Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events.
- Promotes and models safety, fitness, health and nutrition practices.

## Education

Diploma - (Todd Beamer High School)