

Robert Smith

Childcare Director/Manager

PERSONAL STATEMENT

Ensures the staff provides the best possible learning and care experience for the children in our programs, oversees the curriculum, and markets the facility and our programs.

WORK EXPERIENCE

Childcare Director/Manager

A Childs Garden Learning Center - February 1998 - 2020

Responsibilities:

- Supervised staff and ensured they implemented an age-appropriate curriculum daily.
- Wrote a weekly schedule for staff based on enrollment.
- In charge of staff and client relations/PR.
- Gave tours of the facility in order to grow enrollment.
- Making sure children were ready for the next step in their education and felt safe and comfortable in their environment.
- Monitor the financial aspect of each week, month, and growth overall. This included membership fees, aftercare activities, etc.
- Work closely with parents and guardians on the floor to assist in any needs, wants, or casual conversations to get to know our members better.

Childcare Director

Delta Corporation - 1993 - 1998

Responsibilities:

- Setting tone for facility manage curriculum oversee physical facility hiring staff and manage the overall image of center ensure compliance of local.
- Supervised, trained and evaluated 20+ childcare center employees.
- Overall duties of the centers.
- Maintain Texas Licensing Standards, Health Dept.
- Budget, marketing, customer service, community outreach.
- Manage the day to day operation for the childcare program for children ages.
- Responsible for staffing and keeping up to date with policies and procedures.

Education

2 yrs of college - (William Jewell College)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

LightSpeed & Epicor
point of center software,
Point of sales.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)