

# ROBERT SMITH

## Childcare Provider Volunteer

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Energetic, driven worker eager to deliver and display strong organization, communication, and relationship building skills. Articulate and friendly with a professional demeanor.

### SKILLS

Microsoft Office, Communication, Hard Working, Pleasant Personality, Charting, Customer Service

### WORK EXPERIENCE

#### Childcare Provider Volunteer

ABC Corporation - April 2012 – October 2012

- Taught basic education principles while complying with iep and ard goals.
- Organized small groups of children while transitioning to and from outdoor play.
- Administered medication and minor first aid to sick and injured students.
- Communicated regularly with parents about daily activities and behaviors.
- Offered parents detailed daily reports that outlined their childs day.
- Maintained daily records of childrens individual activities, behaviors, meals, and naps.
- Identified early warning signs of emotional and developmental problems in children.

#### HouseKeeper

ABC Corporation - November 2011 – February 2012

- Accepted accountability for all assigned building keys, master keys, and access cards.
- Collected trash and moved garbage cans from kitchen areas to pick-up stations.
- Used chemicals and other cleaning equipment in a proper, safe and responsible manner.
- Moved chairs, desks, and beds around rooms to clean behind and underneath them.
- Picked up trash from parking lot and garden areas to keep those areas free of debris.
- Resolve conflicts between children and inform parents of their childs behavior.
- Addressed behavioral and learning issues with parents and daycare management staff.

### SCHOLASTICS

- High School Diploma - (Grad School)Diploma - August 2004(Douglas Byrd High School - Fayetteville, NC)