

ROBERT SMITH

Childcare Worker/Office Assistant

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SUMMARY

Interested in combining my current skills and knowledge with a position that offers growth and learning opportunity in city, county, state or federal government.

SKILLS

Customer Service Rep-Sykes,Sumter Sc.

WORK EXPERIENCE

Childcare Worker/Office Assistant

ABC Corporation - September 2009 – November 2011

- Ensured that all policies for the department were implemented toward providing appropriate care and educational programs for children.
- Assisted group supervisors preparation of day-to-day long and short range activities in accordance with curriculum objectives, developmentally appropriate practices, and program philosophy.
- Obtained information to write, process, and maintain records for all accident reports.
- Reported any suspected abuse to supervisors.
- Inspected and replaced damaged or lost materials.
- Maintained and filed all appropriate records such as attendance and timesheets.
- Operated utilizing all applicable licensing regulations.

Childcare Worker

ABC Corporation - 2008 – 2009

- Child Care Observe and monitor childrens play activities.
- Kept records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Organize and participate in recreational activities, such as games.
- Assisted in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Performed housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens..

SCHOLASTICS

- Bachelor of Arts in Business Administration - (Washington State University - Pullman, WA)