

ROBERT SMITH

Childcare Worker/Caregiver

info@qwikresume.com | <https://Qwikresume.com>

Highly experienced Customer Service professional. Able to handle a high volume of customer calls in a fast paced environment, with minimal supervision, while maintaining emphasis on the highest quality of consumer service. Excellent listening skills, oral and written communications. Comfortable in interacting with all levels of the organization and the public. Excellent problem solving and negotiating skills. Able to make decisions independently and quickly with minimal escalations.

2000 - 2002

CHILDCARE WORKER/CAREGIVER - ABC CORPORATION

- Worked as Day Care worker in a leading child care facility.
- Worked to nurture, educate, and care for children who've not but entered kindergarten.
- Additionally to attending to children's well being, security, and diet, organize actions and put into action curricula that stimulate children's bodily, emotional, intellectual, and social development.
- Keep 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.

1995 - 2000

CHILDCARE WORKER - PALMETTO KIDS ACADEMY

- Maintain a safe play environment.
- Dress children and change diapers.
- Communicate with children's parents about daily activities, behaviors or related issues.
- Sanitize toys and play equipment.
- Keep records on individual children, including daily observations and information about activities, meals served and medication administered.
- Support children's emotional or social development, encouraging understanding of others and positive self-concepts.
- Instruct children in health and personal habits, such as eating, resting and toilet habits..

EDUCATION

Diploma - 2010(Mount Olive College - New Bern, NC)

SKILLS

Visual Basic, Leadership Training, Communications, VBA.