

# Robert Smith

## Childcare Worker/Supervisor

### PERSONAL STATEMENT

Highly qualified Childcare Worker with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

### WORK EXPERIENCE

#### **Childcare Worker/Supervisor**

**ABC Corporation - August 2007 - August 2009**

##### *Responsibilities:*

- Consistently implements each residents treatment plan and completes documentation as required, Accurately administers medication according to physician and/or nurses orders and documents the medication administration record (MAR).
- Ensures that each residents health needs are identified and met within the specified time frame.
- Completes assigned unit system responsibilities and documentation.
- Demonstrates knowledge and compliance of health and safety standards through daily/weekly on-site inspections according to agency guidelines.
- Demonstrates the ability to receive, transmit, store and retrieve information as evidenced through written and verbal communication.
- Contributes to the prevention and management of challenging behaviors.
- Promotes effective communication through the timely submission of documentation and compliance with policy.

#### **Childcare Worker**

**ABC Corporation - 2003 - 2007**

##### *Responsibilities:*

- Supervised and engaged in the activities of a group of children.
- Ensured policies and procedures of the center were enforced.
- Assisted in implementing a consistent daily routine for the children.
- Planned and implemented activities to develop social interaction.
- Ensured a clean and healthy environment for all children.
- Supervised indoor/outdoor activities to ensure safety of all children.
- Positively interacted with children to nurture their confidence and self-esteem..

### Education

Master of Science in Human Resource Management - (Wayland Baptist University - Amarillo, TX)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft office,  
spreadsheets.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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