

# ROBERT SMITH

## Daycare Supervisor

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As a Daycare Supervisor, responsible for learning activities conducted by child care facility. Providing train to and monitoring teaching staff performance. Meeting and communicating with parents on their childs progress. Planning and developing the best educational programs for students & implementing regulation compliance are their responsibilities.

## EXPERIENCE

### Daycare Supervisor

#### ABC Corporation - SEPTEMBER 2012 - FEBRUARY 2014

- Monitored playroom Execute multiple task efficiently.
- Performed supervision of play groups.
- Coordinated games and activities.
- Responsible for children from infant to 13 years of age.
- Provided curriculum for age appropriate.
- Worked with the public and helped with the rest of the facility when needed.
- Organized activities for children under the age of six in a day care setting Maintained a controlled environment with up to ten toddlers at one time.

### Daycare Supervisor

#### ABC Corporation - 2011 - 2012

- Regular DHS paperwork and billing Assistance provided to other site daycare providers.
- Responsible for safe street crossing of school children.
- Taking care of children between the ages, helping with homework, supervising, activities organization.
- Responsible for supervision of infant to school aged children; help with curricular activities.
- Responsible for supervising the activities of children enrolled in summer school Handle tasks of planning and monitoring the daily activities.
- Disinfect all areas, responsible for animal bathing on promotional days bathing dogs, assist with reception desk checking clients in and out when needed.
- Promoted from coordinator to supervisor Feed the animals, including providing special diets as needed Administer medications as needed.

## EDUCATION

- Diploma - 2011(Cedar Valley Community College - Lancaster, TX)

## SKILLS

Housekeeping, Dishwashing, Production, Custodian.