

# Robert Smith

## Daycare Supervisor

### PERSONAL STATEMENT

Experienced educational, special educational at risk youth and office/ lab worker seeks challenging opportunity that will give me the skills necessary to compete in a competitive society. Strong work ethic, communication skills, and ability to handle high pressure situations. Employment History. Job Duties Associate of health help maintain a clean and safe lab, assist lab instructor.

### WORK EXPERIENCE

#### **Daycare Supervisor**

**ABC Corporation - September 2010 - February 2010**

##### *Responsibilities:*

- Prepared all lesson plans for students learning level.
- Responsible for classroom instruction, student assessment, classroom management.
- Multicultural lesson planning and discussion.
- Provided canine assessments and behavior modifications as necessary.
- Answered calls, assisted in sales and scheduling appointments with multiple businesses.
- Supervised up to employees to confirm daily tasks were completed Prepared weekly schedule for employees Provided customer service to clients.
- Monitor up to 30 children at a time Organize and implement interactive activities for children.

#### **Daycare Supervisor**

**ABC Corporation - 2006 - 2010**

##### *Responsibilities:*

- Program Supervisor for 15 Staff members in daycare facility for infants to school age children, staff training, and assisted with preschool program .
- Socialized and supervised 25-40 dogs in indoor dog-park setting Fed daycare dogs and boarding dogs Walked boarding dogs at night and prepared .
- Receive dogs from owners Write what dog, breed, and other items they bring in with them Clean floors daily and while animals are in the room so keep .
- Supervised children from ages 6-12 in a program located at the Earle Brown Elementary School.
- Insured safety of children, enforcing facility rules and guidelines.
- Completed programming in a way that engaged the children and enhanced their experience.
- Independent management and supervision of 20 dogs (under 30 pounds).

### **CONTACT DETAILS**

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

### **SKILLS**

MS Office, Interpersonal Skills.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

GED - 2009(Touro College, - Brooklyn, NY)