Daycare Supervisor

ROBERT SMITH

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Objective

Experienced teacher, secretary, and business manager with a strong ability to manage multiple projects simultaneously. Excellent communication skills. Ability to work independently or as part of a team to meet project deadlines; outstanding people skills along with a high level of adaptability. Motivated and punctual with managerial experience.

Skills

Supervisory , Front Desk Manager, Cashiering/Reatil.

Work Experience

Daycare Supervisor

ABC Corporation - 2009 – 2010

- Created daycare age appropriate curriculum and lesson plans.
- Planned and managed summer camp and after school activities and the free lunch program Conducted weekly one on one parent teacher meeting, weekly supervisions and monthly staff meetings.
- Completed weekly and monthly group notes Kept record of any and all accident reports and valuations.
- Performed building walk troughs to ensure all licensing and regulation were up to date and being followed.
- Taught parenting classes weekly with parents to demonstrate positive way of interacting with their child/children.
- Assisted with the recruitment and interviewing of all new staff.
- Included preparing meals and snacks according to diets, housekeeping and clerical jobs, organizing routines and activities to keep children entertained and recorded changes and concerns to report to parents.

Daycare Supervisor

ABC Corporation - 2006 – 2009

- Federal westminister co.
- Responsible for training new employees.
- Responsible for watching multiple children simultaneously.
- Responsible for scheduling employee hours.
- Responsible for cleaning.
- Coordinated activities and meals for clients Trained clients in life skills Promoted from Daycare Teacher to Daycare Supervisor.
- Over 10 years of experience with Child Care Supervised over all employees Processed time sheets o Payroll Answered all incoming calls Some clerical .

Education

Early Childhood Education - (Biscayne Southern College - Charlotte, NC)

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