

Early Childhood Coordinator

ROBERT SMITH

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Objective

Strong Time Management and Organizational skills Excellent Presentation and Facilitation skills Ability to work well independently and with a team Knowledge of DC Schools and Central Office Reporting & Documentation Knowledge on MS Office Suite, DC Stars, PeopleSoft, Anasazi (scheduling system) PASS Buyer SYSTEM (procurement) and Quickbase Interpersonal/Human Relations skills Administrative & Caseload Management Valid First Aid CPR Certification.

Skills

Proficient In Microsoft Office, Training Skills.

Work Experience

Early Childhood Coordinator

ABC Corporation - September 2012 - October 2014

- Assisted with selecting, developing and preparing appropriate instructional material for the family.
- Cooperated with other members of the staff in planning and use of instructional materials and in the performance of their duties.
- Conducted developmental screening and assessments.
- Provided families with developmentally appropriate activities and information designed to enhance the child's intellectual, social-emotional, motor, and language abilities.
- Maintained individual records on children including screenings, assessments, referrals, progress reports, documentation of home visitation activities, etc.
- Assisted with recruiting and enrolling eligible families in the program.
- Provided program parents with guidance on home safety, nutrition, effective discipline, constructive play activities, and other related topics.

Early Childhood Coordinator

Delta Corporation - 2008 - 2012

- Responsible for overseeing over 60 volunteers Recruiting new workers Keeping classrooms organized and fully stocked with supplies Preparing materials .
- Duties include making volunteer schedules, recruiting volunteers, speaking with parents, maintain a fun and interactive classroom, help write .
- Also make sure that all rooms have the supplies needed, are up to par in cleanliness, and make sure all volunteers are happy and continually showing .
- Enrich personal communications with applying families to cultivate and expand customer base.
- Partner with Director of Communications to re-design marketing tools & diversify applicant pool.
- Design new graphics with Director of Media to update image & attract new families.
- Work with community leaders to establish and clarify role of Spirit Committee.

Education

MS