

# ROBERT SMITH

## Early Childhood Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

To obtain an Early Childhood Coordinator position that allows me to utilize my administrative, bookkeeping and customer service skills and my creative abilities.

### CORE COMPETENCIES

MS office, Implementational Skills.

### PROFESSIONAL EXPERIENCE

#### Early Childhood Coordinator

**ABC Corporation - 2015 – 2021**

##### Key Deliverables:

- Worked closely with the early childhood campus principals and staff to provide a quality and consistent instructional program.
- Planned, developed, and implemented improvement in the purposes, design, and materials of the early childhood instructional program and other support programs.
- Coordinated with the assessment and accountability department to provide all required data to the Texas Education Agency for early childhood program evaluation.
- Implemented new early childhood education initiatives at the district, state, and federal level.
- Coordinated and implemented kindergarten acceleration program.
- Planned the instructional programs, both regular school year and summer school, to meet identified needs of students in the early childhood education programs.
- Monitored early childhood achievement data and interpret, report, and act on results.

#### Early Childhood Coordinator

**Delta Corporation - 2008 – 2012**

##### Key Deliverables:

- Coordinated the early childhood program including; Early On, Chelsea School District Preschool Program and the Parents as Teachers Program.
- Later called First Steps Washtenaw).
- Oversee E.C.
- Curriculum Preparations Maintain Inventory and Ordering Supplies for Early Childhood Teach Early Childhood Bible lesson and/ or Worship Oversee .
- Employee hiring, training, scheduling and management Curriculum Development and Implementation.
- Parent Educator- working with children ages birth through 5 Conceptualized, planned and began the Play to Learn program to offer support to parents .
- Actively recruit families within the community to maintain full caseload at all times Reach out to community partners to help with recruitment, .

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### EDUCATION

- M.Ed. In Educational Leadership