

ROBERT SMITH

Early Childhood Coordinator

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Objective is to obtain a position within the company. I have over ten years of experience in the following areas: Education, Medical, Office Management, Developmental and Mental Health Disabilities.

EXPERIENCE

Early Childhood Coordinator

ABC Corporation - FEBRUARY 2015 - DECEMBER 2015

- In charged of the classroom management techniques.
- Completed assessments on each child that was admitted into the clinic and set up the goals and objectives individually for the classroom.
- Completed all billing sheets for the education department and submitted it to corporate.
- Completed all lesson plans for each classroom and created them to tailor each age group that was taught.
- Checked the educators billing before they submitted to Medicaid.
- Conducted all conferences between parents, teachers, and therapists and became the voice for the clinic, child, and parent.
- Provided information on community and agency services and referring families to community resources to include medical and mental health providers and the interagency network for other services as needed.

Early Childhood Coordinator

Delta Corporation - 2013 - 2015

- 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.
- Recruited volunteers to serve with children ages 6 weeks to 4 years old.
- Maintained a monthly schedule for volunteers, found substitutes, and filled in when necessary.
- Planned and organized curriculum for Sunday school and ensured nursery was properly stocked and maintained.

EDUCATION

- BS

SKILLS

Healthcare, Planning Skills.