

Robert Smith

Early Childhood Coordinator

PERSONAL STATEMENT

Team Leader with innovative staff training and mentoring strategies. Exceptional, persuasive writer and speaker with impeccable editing and communication skills. Significant experience in recruiting and building a diverse community. Excellent human relations and communication skills developed through highly effective customer service and client cultivation.

WORK EXPERIENCE

Early Childhood Coordinator

ABC Corporation - January 2006 - September 2007

Responsibilities:

- Coordinated infant through kindergarten volunteer teacher and assistants for Sunday and Wednesday programming.
- Assisted with recruiting and training teachers.
- Prepared lesson plans.
- Planned Bible School and special events Participated in training for safety of children Met with new mothers and provided information / welcome baskets Accomplishments Opened new classrooms for toddlers and helped to expand the preschool department reaching new families.
- Used Assessed children for special adaptive needs for the classroom.
- Used play therapy, songs and finger plays to welcome children.
- Communicated effectively to parents regarding class activities.

Early Childhood Coordinator

Delta Corporation - 2001 - 2006

Responsibilities:

- Supervised and evaluated college students in student teaching positions Mentored student teachers.
- Motivated and trained over thirty volunteers and staff members.
- Organized and managed childcare facilities to highest standards.
- Scheduled and delegated tasks relating to multiple weekly events.
- Performed leadership functions that support and enhance instruction Worked with school staff to research, plan and implement school reform .
- Attended and constructively contributed to Rubicon Atlas training assist staff members in using program for curriculum work Received and investigated .
- Organize, promote, and supervise all Early Childhood Parental Training Educational activities including hiring of staff, grant reporting, and fiscal .

Education

MS

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Managing Skills,
Supervising Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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