

ROBERT SMITH

Early Childhood Coordinator

info@qwikresume.com | <https://Qwikresume.com>

Early Childhood Coordinator with 5+ years of experience in supporting and mentoring the professional teaching staff in the development of positive family relationships. Responsible for teaching/training various aspects of the Early Childhood Curriculum as a registered trainer.

2006 - 2006

EARLY CHILDHOOD COORDINATOR - ABC CORPORATION

- Designed and implemented a literacy focused daily and monthly lesson plans for ages 3-5 classroom with a focus on providing daily stimulation, literacy education and responsive interactions for Even Start students age 2 years to age 5 years.
- Wrote all kindergarten transition plans.
- Recorded and reported attendance of all Even Start students age 6 weeks to age 5.
- Planned and implemented weekly family events designed to enrich families literacy skills.
- Managed and led a staff of camp counselors.
- Gave performance evaluations and guidance for improvement.
- Dealt with disciplinary actions.

2001 - 2006

EARLY CHILDHOOD COORDINATOR - DELTA CORPORATION

- Oversee the quality enhancement program staff, budget and services.
- During this time, all program goals were met or exceeded.
- Skills Used Management Analysis of data Budgeting Human Resources Community Relations Leadership Development.
- Teach and supervise another program of Early Childhood at the other sites.
- All my five year old children met the requirement of Kindergarten in all areas math, reading(level C), social skills etc.
- Used Patient Organize.
- Employee hiring, training, scheduling and management Curriculum Development and Implementation Volunteer Management.

EDUCATION

BS In Education

SKILLS

Microsoft Office Products, Including PowerPoint, Word, Outlook, And Excel, As Well As Using BlackBoard Collaborate.