

ROBERT SMITH

Early Childhood Coordinator

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SUMMARY

To obtain a leadership position that will allow me to utilize my knowledge and passion for working with families and children within an organization providing quality services. To empower other individuals to increase and improve early childhood development knowledge and skills that will enable them to enhance the lives of families and children.

CORE COMPETENCIES

Powerpoint, Customer Relationship Management, Business Development, Sales.

PROFESSIONAL EXPERIENCE

Early Childhood Coordinator

ABC Corporation - September 2013 – June 2014

Key Deliverables:

- Coordinated all aspects of VBS, including recruiting and training volunteers, enrollment, ordering supplies, coordinating with other church directors, developing the schedule and budget.
- Introduced online technology and resources to streamline registration and communication.
- Responsible to create and maintain a safe environment.
- Developed and taught a Sunday School program for children ages 3 years old to Kindergarten that followed the Sunday mass.
- Provided administrative support for all educational classes conducted.
- Ensured all participants receive eligible funds through tracking and thorough documentation.
- Processed applications and determine eligibility for education programs and scholarships.

Early Childhood Coordinator

Delta Corporation - 2011 – 2013

Key Deliverables:

- 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.

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- 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

Bachelor's

