

Robert Smith

Early Childhood Coordinator

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking an Early Childhood Coordinator position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

WORK EXPERIENCE

Early Childhood Coordinator **ABC Corporation - June 2008 - August 2008**

Responsibilities:

- Created organized, and analyzed detailed spreadsheets and track data activity along with partners.
- Assisted in grant writing, reporting, and renewals pertaining to the workforce development.
- Managed grant deliverables and maintain expectations of grants.
- Ensured participants have all needed materials and are completing required steps in the program.
- Followed-up with participants and partners throughout the programs.
- Supported participants as they encounter barriers to success by making referrals to community resources.
- Processed invoices for supplies, reimbursements, scholarships, stipends, payments, etc.

Early Childhood Coordinator **Delta Corporation - 2006 - 2008**

Responsibilities:

- 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, .

Education

Masters In Education

SKILLS

Data Entry, Recruiting,
Screening, Referrals,
Case Management,
Cashier.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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