

Robert Smith

Early Childhood Coordinator

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SUMMARY

Early Childhood Coordinator with 6+ years of experience in providing a broad range of administrative and supervisory functions, Supervising assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc.

SKILLS

Implementational Skills, Detail-Oriented.

WORK EXPERIENCE

Early Childhood Coordinator

ABC Corporation - June 2008 - August 2012

- Assisted with the development and review of program policies and procedures.
- Managed licensing files.
- Provided recruitment support to division management.
- Reviewed applications and arrange interviews.
- Reviewed site licensing and safety checks to ensure health and safety standards are maintained.
- Developed and implemented staff orientation and training.
- Coordinated programs with Community Center staff, schools, and other inter-county agencies.

Early Childhood Coordinator

Delta Corporation - 2006 - 2008

- 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.
- 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

GED