

ROBERT SMITH

Sr. Infant Room Teacher

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Infant Room Teacher in enrolled in Business and Computer Technology. Have completed three career majors, Administrative Assistant and Human Resource Assistant and Financial Assistant. Also was awarded numerous items such as, Work Keys Career Readiness Certificate- Silver Certificate, Global Compliance Network, and Perfect Attendance certificate.

CORE COMPETENCIES

Benefits Management, Computer Fundamentals, MS Word,.

PROFESSIONAL EXPERIENCE

Sr. Infant Room Teacher

ABC Corporation - May 2013 – March 2014

Key Deliverables:

- Organizes room for entrance of children.
- Welcomes each parent and baby on a daily basis.
- Meets the affecting needs of every infant talk with, smile at and love every child.
- Satisfies the developmental needs of each baby read to, play with, and entertain using different ways. Clean the baby room at the end of the day.
- Completes baby grams for parents each day outlining the babys care and needs.
- Takes care of the infants every day physical needs diapering and feeding.
- Plans and executes particular activities for babies.

Infant Room Teacher

Delta Corporation - 2012 – 2013

Key Deliverables:

- Taking care of infants and cleaning.
- Duties included caring for infants, cleaning, preparing meals for toddler class, and writing daily meal reports.
- Responsible for the care, supervision and management of a class of infants -Ensure the safety and well-being of children -Plan and coordinate .
- Caring for infants, answering telephone, speaking with parents.
- Arrange activities for children Attend to children with personal cleanliness attended till parents arrived.
- Took special care of the babies.
- Kept a daily reports for the parents.

EDUCATION

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- Business Information Technology Education - 2013(Caddo Kiowa Technology Center - Fort Cobb, OK)