

ROBERT SMITH

Pre K Lead Teacher

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

Dedicated Pre K Lead Teacher committed to creating a classroom atmosphere that is stimulating, encouraging and supportive for all students. Adept at lesson planning and classroom management. Seeking a challenging career with a progressive organization which will fully utilize acquired education, skills, and experience.

AUGUST 2016 - JUNE 2017

PRE K LEAD TEACHER - WOODCHASE ACADEMY

- Assisted in developing both long and short-term lesson plans based on the curriculum and philosophy of the Woodchase Academy.
- Responsible for routine confidential record keeping, such as attendance, allergies, medications, and other information.
- Conducted individual parent conferences twice a year to discuss each child's growth and development.
- Observed each child daily to assess skills, interests, and needs and used this information to facilitate learning and growth.
- Set up and maintained a well-organized, safe, and engaging classroom environment conducive to the optimal growth and development of children.
- Established a positive relationship with the child's family and shared information about the child's day.
- Developed a positive relationship with each child and promoted the development of self-esteem and self-discipline.

JUNE 2013 - JUNE 2014

NANNY - ABC CORP

- Responsible for providing high-quality physical and emotional care for two children while encouraging their social and educational development.
- Provided a safe and secure environment. Assisted younger child with potty training, self-bathing skills, eating without assistance and cleaning room.
- Assisted the child in learning his home number, address, sight words and writing his name.
- Performed childcare responsibilities according to the family's rules and guidelines.
- Assisted children to develop fundamental learning, coping, and hygiene skills.
- Arranged appointments for personal and professional needs, play dates, and extracurricular activities.
- Transported children to and from school, play dates and extracurricular activities using the family vehicle.

EDUCATION

Certified Child Development Associate in Preschool Education - August 2015 to February 2016(Laurel Lodge Eduactional Services - Atlanta, GA)Certificate-Medical Administrative Assistant in Medical Field - July 2004 to June 2005(Ga Medical Institute - Jonesboro, GA)Diploma in General Studies - November 1992 to June 1997(Grady High School - Atlanta, GA)College - ()

SKILLS

Dedication To Children's Development And Physical Needs, Strong Person Communication, Decision Making, Critical Thinking, Self Motivated, Organizational, Typing, Microsoft Word