

Robert Smith

Preschool Coordinator

PERSONAL STATEMENT

To obtain a challenging position as a teaching assistant in Special or General Education. Able to take charge in a classroom setting while assisting the classroom teacher. Demonstrate ability to interact and communicate effectively with both children and adults.

WORK EXPERIENCE

Preschool Coordinator

ABC Corporation - September 1996 - June 1999

Responsibilities:

- Coordinated district Pre K program at Woodland Elementary.
- Responsible for approximately 20 children per year.
- Planned lessons and activities for the program.
- Supervised two assistants.
- Ensured children were acclimated to school before entering kindergarten.
- Coordinated volunteers and curriculum for vibrant ministry.
- Responsible for connecting with and placing volunteers in a 500+ size ministry.

Preschool Coordinator

Delta Corporation - 1991 - 1996

Responsibilities:

- This was a job where I did everything.
- Was a sort of assistant to the director of childrens ministry, I worked in the nursery and I helped with things like VBS, MusicCamp and the Fall .
- Eventually they asked me to be in charge of the preschool on Saturday nights mostly, but usually it went to Sunday mornings as well.
- Plan the lessons, prep the teachers and the rooms and coordinate everything with the pastoral staff and the rest of the teaching staff.
- Teach 3yr old Preschool classroom Responsible for development, management, and execution of preschool education Continually coordinate, develop, and .
- Evaluated and selected Preschool curriculum; Recruited, trained, and supervised Sunday morning teachers and volunteers; Supervised the Biblical .
- Previous experience includes once a month rotation childcare, paid childcare, teaching 3 year olds in Parent Day Out and Nursery Coordinator.

Education

Education and Behavior

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Adobe
Photoshop, Adobe
Fireworks, Adobe
Lightroom, Microsoft
Excel, Microsoft Word,
Customer Service.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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