

Anna Smith

32 Example Street • Houston TX 32666 • (999) 999-9999 • anna @ email.com

CAREER OBJECTIVE: Nurturing, creative and enthusiastic individual seeking a position as an Early Childhood Educator with ABC Daycare utilizing exceptional teaching skills to develop children and to make them a valuable member of society.

KEY QUALIFICATIONS

- 6 months’ extensive experience in teaching early childhood education classes for ages 0-5
- Demonstrated ability to create and maintain safe and motivating surroundings for young children
- Effective skills in providing information to parents about child development
- Able to work in a family-centered program and perform duties per requirements of the families
- Well versed in supporting the social and emotional development of kids

CORE COMPETENCIES

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|--------------------------|----------------------------|----------------|
| • Curriculum development | • Evaluations /assessments | • Team meeting |
| • Parent support | • Service coordination | • Group work |

PROFESSIONAL EXPERIENCE

Junior Childhood Teacher | ABC ACADEMY, Houston, TX | Jan 2011 – July 2011

- Created an enthusiastic classroom environment favorable to learning and suitable to the physical, social, and emotional growth of students
- Emphasized on language growth and developed linguistic skills
- Assisted in homework of children to fully take part in program services
- Established instructional programs derived from methodically based reading research
- Offered activities and opportunities that give confidence, curiosity, and problem-solving skills
- Utilized books, tools and instructional materials suitable for the early childhood program
- Focused on culturally diversified experiences in the classroom
- Maintained attendance records of children
- Attended early childhood team meetings
- Participated in team planning sessions with all project employees to make sure well-coordinated and successful delivery of project services to meet program objectives

EDUCATION & CERTIFICATION

UNIVERSITY OF TEXAS, Austin, TX – 2010
B.S Elementary Education (Early Childhood PK-3 emphasis)

CPR and First Aid Certified

SKILLS

- Flexible and adjustable to meet the requirements of the children and program
- Skilled in working with persons and children from diverse cultural and economic backgrounds
- Good attention to detail
- Excellent Supervisory skills
- Strong communication and interpersonal skills

REFERENCES: Available on request

Suzanne Alderete

99 Churchill Way, Laurel, MD 123000

Contact #, Email

OBJECTIVE: To obtain a position as a child care worker with ABC Organization utilizing genuine love for children to help them grow physically and intellectually.

EDUCATION

High School Diploma – March 2012

ABC School – Laurel, MD

CHILD CARE SKILLS

- Strong ability to look after children aged between 0 and 5
- Excellent personal motivation
- Focused, versatile and dependable
- Ability to adapt effectively to changing environments
- Qualified in CPR and first aide procedures
- Ability to formulate curriculum for children based on age and need basis
- Ability to develop and implement child development programs
- Good knowhow of safety procedures required for safe playing

AWARDS AND HONORS

- Amongst the top 3 students (academically) in high school

VOLUNTEER WORK

- Worked at SOS Village as a volunteer, helping homeless children come to terms with their situations by counseling them and engaging them in interactive programs

EXTRA CURRICULAR ACTIVITIES

- Member of the school Drama Association
- Member of the MD Photography Club

Teacher Assistant Resume With No Experience

SARA SMITH

22 Example Street, Milwaukee, WI 54774

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Email: sara @ email . com

CAREER OBJECTIVE: Seeking a position as a teacher assistant with Milwaukee Education Center where clerical expertise and strong commitment to the total development of children will be fully utilized.

EDUCATION

Milwaukee Community College – Milwaukee, WI

AA, Early Childhood Education

GPA: 3.21

KEY STRENGTHS

- Highly skilled in assisting teachers in evaluating children's social, emotional, or material needs
- Able to carry out the duties laid out in the classroom schedule
- In-depth knowledge of supporting the leading teacher in completing all child assessments and screenings
- Proven record of planning and carrying out preschool lessons
- Demonstrated ability of playing games, talking, and listening to children
- Thorough understanding of maintaining classroom supplies and facilities
- Comprehensive knowledge of assisting teachers and others in evaluation procedure
- Bilingual: English and Spanish

COMPUTER SKILLS

- MS Word and Excel
- Skilled in finding appropriate materials on internet

RELEVANT EXPERIENCE

Milwaukee Center for Independence – Milwaukee, WI | Summer 2011

Teacher Assistant – Volunteer

- Assisted the classroom teacher with all facets of instruction in classroom
- Assisted for the period of class lessons with behavior control, prompting and reinforcement
- Taught individual and small group lessons as directed by the teacher
- Supervised student arrival and departure as per school policy
- Assisted with clerical work and record keeping

CERTIFICATIONS / TRAININGS

- Infant and Child CPR
- AED training

REFERENCES available on request