

TEACHER

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Professional Summary

Highly motivated, teching professional with over 10 years of experience in a fast-paced consulting environment. Extensive experience supporting young children and parents clients consultants in high-profile technology projects. Exceptional analytical ability and talent for managing information. Certified Associate Of Applied Science In Early Childhood Education(AAS OF ECE) certification. Proficient in: Weekly Educational Project Project Communication Project Setup & Monitoring Microsoft Project Microsoft office Microsoft Excel Power point Skills

- MS Office proficient
- [35] WPM typing speed
- PowerPoint
- Multilingual in [English] and [Spanish]
- Bilingual in [spanish]
- Able to lift [40] pounds
- Art designer : children project, children music finger play,Â flyers, webs Ex:Â Facebook
- Loves children
- Adept at working with specialÂ needs children
- Energetic caregiver
- Home school educator
- Course planning
- Performing artist
- Emotionally supportive
- Friendly and likeable
- Dependable
- Calm under pressure
- Fast learner

Work History

Teacher 05/2008 to 07/2012

Company Name â€™ City , State

- Teacher Daycare, Kid's Imaginations: Advanced administrative and project support for younge children-level consultants for special holiday project, activities, music, art, langue arts.
- Project Coordination/Management Led a project to streamline and reorganize SharePoint project management system, resulting in more accessible information and enhanced support for clients.
- Coordinated project plan, scheduling and budgeting for small but high-profile project during project manager's absence.
- Praised for initiative and problem-solving abilities.
- Advanced Administrative Support Prepared best-practice guidelines for archiving project documents.
- Guidelines simplified document management process and were adopted company-wide Conducted research and trained staff on new teachers assitant guiding the class rutine and activities for circle time.
- Encouraged good behaviors using the positive reinforcement method.
- Established a safe play environment for the children.
- Instructed children on proper health and personal habits.
- Organized and engaged in recreational activities such as games and puzzles.
- Dressed infants and toddlers and changed their diapers.
- Communicated openly with children's parents about daily activities and behaviors.
- Continually kept abreast of toy and child-related recalls and safety warnings.
- Meticulously sanitized toys and play equipment.
- Made nutritious breakfasts, lunches, dinners and snacks for the children.

Teacher 03/2005 to 05/2007

Company Name â€™ City , State

- Advanced administrative support to top class room executive in fast-paced training staff daycare.
- Project Coordination/Management Coordinated the research in projects of activities for the client- child winning training proposals.
- Streamlined proposal development process, resulting in significant time savings.
- Created new client tracking system usining internet to fine activities.
- Encouraged good behaviors using the positive reinforcement method.
- Established a safe play environment for the children.
- Organized and engaged in recreational activities such as games and puzzles.
- Dressed infants and toddlers and changed their diapers.
- Continually kept abreast of toy and child-related recalls and safety warnings.
- Meticulously sanitized toys and play equipment.
- Encouraged children to be understanding of and patient with others.
- Allowed for ample outdoor recreation time.
- Made nutritious breakfasts, lunches, dinners and snacks for the children.
- Maintained a child-friendly environment with access to outdoor activities.
- Engaged with children on an individual basis in a pleasant manner.

Teacher Aid 07/2003 to 03/2005

Company Name – City

- Advanced administrative support to top class room
- executive in fast-paced training staff daycare.
- Consultants for special holiday project,.
- activities, music, art, langue arts.
- Encouraged good behaviors using the positive reinforcement method.
- Established a safe play environment for the children.
- Organized and engaged in recreational activities such as games and puzzles.
- Communicated openly with children's parents about daily activities and behaviors.
- Meticulously sanitized toys and play equipment.
- Encouraged children to be understanding of and patient with others.
- Made nutritious breakfasts, lunches, dinners and snacks for the children.
- Allowed for ample outdoor recreation time.

Education

Associate of Applied Science : Early Childhood Education 2012 St Augustine college - City , State

Associate : Applying Science Applying Science Early Childhood Education (AASECE) St Augustine college 2012

Skills

administrative, Administrative Support, streamline, arts, art, budgeting, client, clients, document management, fast, problem-solving, Project Coordination, project management, proposals, proposal development, research, scheduling, Teacher