

AMY SMITH

123 Main Street • Atlanta, Georgia • 30339

Home: (555) 555-1234, Cell: (555) 555-1235 asmith@sample~resume.com



Seek the Challenging Position of Child Care Worker

A highly talented Child Care Worker with experience in providing a safe, stimulating environment for young children; conducting individual and group activities to encourage learning and develop social interaction skills; preparing and serving children's meals; maintaining appropriate records of attendance and activities.

Summary of Qualifications

- More than eight years experience.
- Strong ability to understand and follow specific instructions and procedures.
- Great ability to provide a supportive and caring environment for children.
- In-depth knowledge of health, hygiene and nutritional needs of children.
- Demonstrated ability to work in partnerships with families.
- Exceptional communication skills.
- Proven ability to communicate clearly all necessary information to families, children and staff members.

Professional Experience

New York State Department of Community Services, NY

2003 - Present

Child Care Worker

- Work as a member of a co-operative team in order to provide an appropriate educational program for the group/groups of children within the service.
- Ensure that the policies of the department and the Funding Authorities are implemented in providing appropriate care and educational programs for children.
- Responsible for the coordination of the activities of a group of children for short periods of time throughout the day.
- Assist the team leader with the recording of children's records and other activities.
- Provide a healthy, safe and welcoming environment.
- Assist the supervisor as required in setting up and cleaning away equipment, attending to the needs of children, administrative duties, and any other tasks incidental to the primary contact role.
- Assist with the indoor and outdoor supervision of the children.
- Attend to physical needs of the children.
- Responsible to and work under the direction of a supervisor who is regularly present in the room.
- Assist in developing a good relationship with families/care givers.
- Follow housekeeping practices which ensure that equipment is maintained at an optimal level.
- Organize a pleasant, welcoming and safe environment for children and staff.

Sparkle Home, Tarrytown, NY

1997 - 2003

Child Care Worker

- Planned and implemented developmental programs, based on observation of individual children.
- Observed and recorded children's growth, behavior and development, and discussed with parents.
- Integrated children with special needs into the program, modifying the program and the physical environment when necessary.
- Supervised and trained staff and students undertaking child care training programs.
- Prepared play and learning materials and set up the children's environment.
- Supervised children's play, making sure of their physical safety at all times.
- Helped children with daily routines such as toileting, dressing, eating and sleeping.
- Guided children's behavior and social development
- Prepared light snacks and meals.
- Maintained a safe, clean, appealing environment.
- Performed simple first aid in emergencies.

PAMELA EVANS

145 Canyon Road
Palm Springs, California 92262

(760) 555-1212 (home)
(760) 555-7896 (work)

SUMMARY OF SKILLS

- Strong background in early childhood care
- Skilled in designing and implementing developmentally appropriate activities
- Able to create and initiate hands-on learning experiences
- Capable of developing nursery school curriculum

EXPERIENCE

1993-
present

Day-Care Attendant, The Wonder Years Day Care, Sandy Hook, ME

Provided daily care and attention for children ages 2 to 10 years. Provide safe transportation for school-age children to and from local elementary school.

- Organize field trips for up to 30 preschoolers to local agencies such as the library and other "learning" centers
- Initiated use of puppets and water and sand tables for 2- to 3-year olds, encouraging creative play and emphasizing hands-on learning
- Initiated morning nursery school program for children not in daily day care, which met a community need enhancing the day-care center's total program.
- Assisted manager in creating and teaching nursery school curriculum and related activities for up to 15 children each week.
- Assisted manager in planning and establishing special summer programs, such as swimming, miniature golf, trips to the park and to pick blueberries, and other educational and fun experiences
- Assisted manager in converting from manual to computerized bookkeeping, which reduced bookkeeping time and produced computerized accounting/tax reports

Summers
1989-1992

Child-Care Provider, Sandy Hook, ME

- Ensured fun and safe play environment for three children ages 18 months to 5 years
- Prepared snacks and lunches and cleaned up afterwards
- Maintained schedule, including naps and outside play time
- Completed light housekeeping duties, such as dishwashing and vacuuming