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# CHILD CARE CENTER ADMINISTRATOR RESUME

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## Summary:

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A self-motivated individual with a flexible personality; has a wide experience in all aspects of child care and supervision; can motivate children to behave and act more maturely beyond their age; very knowledgeable in English and grammar; has exceptional time management skills, motivational skills and can coordinate daily activities to be very productive.

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## Professional Experience:

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Child Care Center Administrator June 2007 – Present  
Mother Goose Center, Joliet, Illinois

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## Responsibilities:

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- Coordinated with parents to improve activities on children's' learning capabilities.
- Developed educational standards and supported established policies, procedures, and programs of the center.
- Monitored children's progress and implemented new activities to further improve the children's learning curves.
- Reviewed allocations of funds for staff, materials and equipment, and monthly expenses.
- Coordinated the daily activities of teachers at the center.
- Facilitated the scope of educational program offerings and conducted drafts of program schedules.

Childcare Specialist May 2006- June 2007  
Little Tykes Center, Joliet Illinois

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## Responsibilities:

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- Studied child psychology and taught positive self-concepts.
- Researched on toys that can enhance and boost a child's mental development.
- Initiated disciplinary measures and diplomatic talks to control their behavior.
- Closely observed mental activities of children and documented them so the parents can review and help their children when off school.
- Observed and monitored children's learning activities.
- Instructed children in proper health measures and appropriate personal habits, such as eating, resting, and toilet habits.
- Conducted various activities like simple painting, coloring, singing, and reading storybooks.
- Interacted with children in game activities.

School Social Worker March 2003- May 2006  
Elementary School, Joliet Illinois

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Childcare Specialist May 2006- June 2007  
Little Tykes Center, Joliet Illinois

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## Education:

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Masters in Education Management  
University of Arizona, 2003  
Bachelor of Education in Education Administration  
University of Arizona, 2001

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## Skills/Certifications:

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- Knowledge in leadership technique
- Knowledge of principles for curriculum and training designs
- Excellent communication and writing skills
- Proficient in computer skills
- Psychology and child care skills

**Associations/Organizations:**

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Child Care Services Association, Secretary  
National Association for Family Child Care, Member

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