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## Child Care Manager Resume

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### Job Objective

To obtain a secured position as Child Care Manager and so I can become a valued member of the team while moving forward with my training in this field.

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### Highlights of Qualifications:

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- Certification in AED training and First Aid
  - Outstanding experience in children programs and curriculum design
  - Exceptional knowledge of head start population
  - Huge knowledge of providing abuse treatment
  - Ability to work independently as well as in team
  - Ability to maintain positive relations with parents
  - Ability to develop good relation with parents
  - Remarkable communication skills
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### Professional Experience:

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#### Child Care Manager

Learning Care Group, Wood Dale, IL

October 2008 – Present

- Developed curriculum and designed efficient practices for center.
- Organized and conducted tours for all prospective parents of facilities provided.
- Designed and implemented various marketing strategies.
- Monitored accreditation process for center and ensured compliance to all licensing requirements.
- Provided weekly development and implemented various curriculum activities.
- Managed financial progress of center and monitored efficient working at all times.
- Maintained safe environment for children at all times.

#### Child Care Supervisor

Palladia, Inc, Wood Dale, IL

August 2003 – September 2008

- Administered everyday activities of all resident group homes.
- Assisted to screen and hire appropriate child care.
- Recommended appraisals and termination as per performance
- Provided treatment plans for all individual residents.
- Prepared social and psychological plans.
- Provided training to therapeutic Crisis Intervention
- Monitored all whereabouts of residents within and outside homes.

#### Child Care Specialist

Spectrum Health Systems, Wood Dale, IL

May 1998 – July 2003

- Provided child care services for infants and toddlers.
  - Maintained safe and secure environment for all children in facility.
  - Monitored all children activities in child area and observed all behavior.
  - Scheduled activities for children such as songs and games and ensured nap time.
  - Provided assistance to wear own clothes and pick toys by themselves.
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### Education:

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Bachelor's Degree in Child Care Management

Empire College, Santa Rosa, CA

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