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## Day Care Manager Resume

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### Job Objective

To secure a position as Day Care Manager and to be considered a valued member of your team.

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### Highlights of Qualifications:

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- Experience in teaching at day care center
  - Operational knowledge of Microsoft Office applications
  - Deep knowledge to train staff
  - Ability to design facility budget
  - Ability to recall information efficiently
  - Ability to participate in children activities
  - Ability to maintain good grooming habits
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### Professional Experience:

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#### Day Care Manager

VCA Antech, Inc., Paulsboro, NJ

October 2008 – Present

- Administered everyday operations of facility.
- Ensured compliance to state and organization regulations.
- Maintained safe environment for all children.
- Assisted children to develop new skills to assist in growth.
- Developed activities to facilitate presence in community.
- Monitored recruitment activities for organization.
- Provided training to staff members and ensured growth.
- Designed strategies to increase enrollment in center.

#### Day Care Coordinator

Aseracare Hospice, Paulsboro, NJ

August 2003 – September 2008

- Maintained all parent and children information confidential.
- Ensured compliance to all State and company standards.
- Designed effective strategies to retain staff members.
- Provided training to staff members and new hires.
- Managed all files for center and maintained record for it.
- Evaluated performance of all team members.

#### Day Care Teacher

Franciscan Villa, Paulsboro, NJ

May 1998 – July 2003

- Designed various strategies for all children for education.
  - Developed activities to ensure growth of social and motor skills.
  - Prepared and submitted facility budget to management.
  - Assisted in purchase of toys and instructional material.
  - Monitored hiring of staff members and provided training.
  - Designed activities for various subjects.
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### Education:

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Bachelor's Degree in Early Childhood Studies

Savannah State University, Savannah, GA

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