
EARLY CHILDHOOD ASSISTANT RESUME

Objective:

To obtain the position as Early Childhood Assistant to ensure smooth and conflict free functioning of all operations within the organization.

Summary of Skills:

- Certified Assistant with experience in Early Childhood Education and Child Development
 - A great deal of experience in program planning and supervising a staff responsible for young children
 - Excellent ability to demonstrate emotional maturity
 - Ability to be flexible, self-directed, and responsible
 - Strong ability to seek out and provide support for others as a team member
 - Strong willingness to develop professional and technical skills
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Work Experience:

Early Childhood Assistant, August 2005 to till date
Learning Care Group, Inc., Las Vegas, NM

- Ensured the health and safety of children.
- Maintained daily and long-term records on children.
- Completed children's assessments and aided in parent conferences.
- Attained and participated in meetings and in-service trainings.
- Assisted in recruitment and enrollment of children.
- Performed light house keeping duties as was needed.
- Assisted in supervising the children at all times.

Early Childhood Assistant, May 2000 to July 2005
Romeo Montessori School, Las Vegas, NM

- Coordinated delivery of training programs in accordance with curriculum standards with faculty of specialization.
 - Developed strategies to deliver curriculum to best achieve student's success.
 - Developed and maintained effective communication channels with students.
 - Ensured students were fully supported.
 - Performed administrative tasks as was required such as marking attendance and student evaluations.
 - Monitored quality and effectiveness of programs and teaching techniques.
 - Demonstrated commitment to lifelong learning.
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Education:

Bachelor's Degree in Early Childhood Education, St. Francis University, Loretto, PA

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