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## Early Childhood Consultant Resume

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### Job Objective

To obtain an Early Childhood Consultant position that will allow me to utilize my skills and has potential for growth.

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### Work Experience:

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Early Childhood Consultant, August 2005 – Present  
Community Renewal Team, Inc., Harrogate, TN

- Provided health services to preschool age children for multiple early childhood centers.
- Assigned to review, develop and implement Health Care Plans as needed.
- Assisted in examining Individual Health Care Plans for children with special needs and disabilities.
- Conducted environmental rounds and observed hazards, safety and environmental concerns.
- Provided health consultation via telecommunication as needed.
- Maintained diaper changing and toileting areas neat and clean.

Early Childhood Consultant, May 2000 – July 2005  
Institute for Human and Social Development, Harrogate, TN

- Observed children's general health and development.
  - Provided Health and Special Needs to family and developed health and behavioral interdisciplinary health care plans.
  - Guided staff and parents on harmful contagious diseases.
  - Synchronized and provided technical support services to the healthcare organization.
  - Visited Family Child Care Providers, worked with specific children, and assisted with transitions and IFSP meetings.
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### Summary of Qualifications:

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- In-depth knowledge of child development and assessment methods in early childhood development
  - Sound knowledge of state and federal laws pertaining to disabilities
  - Amazing ability to plan, schedule and coordinate special education proceedings
  - Great ability to interpret governmental regulations and write reports and agency correspondence
  - Skilled in communicating effectively with infants, toddlers and preschool aged children
  - Ability to utilize and prepare computer generated reports
  - Skilled in Microsoft Office suite
  - Superior spoken and written communications skills
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### Education:

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Bachelor of Early Childhood Education, Southern Arkansas University, Arkansas, AR

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