
Preschool Administrator Resume

Job Objective

Looking for work as a Preschool Administrator in order to exercise my experience in the industry for your organization.

Highlights of Qualifications:

- Remarkable experience in child care management
 - Huge knowledge of Teaching and project management
 - Deep knowledge of Administrative process
 - Familiarity with Early Years childcare
 - Amazing ability to manage deadlines and handle change
 - Outstanding ability to regulate filing system
 - Superior communication and interpersonal skills
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Professional Experience:

Preschool Administrator
The Compass School, Queens, NY
November 2007 – Present

- Managed training teachers and Development of Curriculum.
 - Administered Degreed Staff and New Teacher Orientation Process.
 - Handled inquiries and parent needs.
 - Carried out Parent Tours and managed enrollment inquiries.
 - Maintained employee and children's records.
 - Coordinated in Classroom with Children.
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Education:

Bachelor's Degree in Early Childhood Education
Rowan University, Glassboro, NJ

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