**SAMPLE STUDENT**

Palatine, IL 60067

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**SUMMARY**

Experienced **Early Childhood Education** professional with strong background in education and administration. Able to manage both a large staff and large groups of children. Deeply mindful of all parental concerns and priorities.

**EXPERIENCE**

Early Childhood Center, Head Start Center, Palatine, IL September 20xx to Present

**Assistant Director**

* Oversee all areas including planning, administration, evaluation and support services to ensure smooth functioning of program
* Ensure compliance with state licensing standards utilizing advanced tracking systems
* Collaborate with staff to create curriculum that sparks students’ imagination, develops discovery skills and builds self-esteem
* Recruit, train and provide professional development for staff

Jensen Elementary School, Arlington Heights, IL August 20xx to August 20xx

**Lead Teacher-Pre-Kindergarten**

* Organized and led activities designed to promote physical, mental and social development including games, arts and crafts, music, storytelling, and field trips
* Taught basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills
* Established and enforced rules for behavior and procedures for maintaining order
* Observed and evaluated students’ performance, behavior, social development, and physical health
* Provided variety of materials and resources for children to explore, manipulate and use in learning activities and in imaginative play

**Assistant Teacher**

* Created and organized learning centers and bulletin boards to connect current learning focuses
* Taught proper eating habits and personal hygiene
* Kept concise records of students’ progress

**EDUCATION**

Harper College, IL

**Associate in Applied Science, Early Childhood Education - Teacher** May 20xx

**CERTIFICATION**

Illinois Gateways Credential, Teacher Level 4 January 20xx

Heartsaver AED CPR Certification – American Heart Association September 20xx