SAMPLE STUDENT
Palatine, IL 60067
847.985.5767
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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