

# Shannon N. Collins

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## OBJECTIVE

To obtain a position that will enable me to utilize my strong organizational skills, educational background, and ability to work well with people.

## SKILLS & ABILITIES

Detailed with Cleaning/Sanitizing

Deliver individualized instruction in all areas of the curriculum.

Punctual, dependable, patient, enthusiastic, flexible.

Bus Driver (Before/Aftercare)

50+ hours of ECE Training Courses

First Aid/CPR Certified

PDR Registry

Certified Personal Trainer

Health Care Facility Management Certification

Proficient in Microsoft Office (Access, Excel, Word, Power Point)

## EXPERIENCE

### **Personal Trainer LOVELY BODIES ATLANTA**

March 2017-November 2017

Aid in weight loss

Create Customized meal plans

Train clients daily

Maintain a friendly and clean gym environment

### **Owner FRESH START AUTO BROKERS**

May 2014-March 2018

Maintain records on cars and sales.

Book appointments

Type up documents and agreements used to process and transfer titles.

### **PRE-SCHOOL LEAD TEACHER CHILDCARE NETWORK**

Nov 2012-Aug 2014

Plan activities that stimulate growth in language, social and motor skills

Communicate with parents on a daily basis

Maintain a neat and clean classroom, and promote a child safe environment.

### **PRE-SCHOOL LEAD TEACHER LITTLE ONES LEARNING CENTER**

April 2010- Oct 2012

### **PRE-SCHOOL LEAD TEACHER CHILDREN'S FRIEND**

Oct 2005- May 2010

Maintained 2 jobs for 14 months

### **SERVER HOOTERS**

May 2006- Oct 2007

Take orders and insure food quality before serving to customers.

Greeting

Cleaning

Restaurant Opening

Restaurant Closing

Hostess

### **EDUCATION**

**NORTHSIDE HIGH SCHOOL**, WARNER ROBINS, GA

COLLEGE PREP DIPLOMA

**ATLANTA TECHNICAL COLLEGE, Atlanta, Ga**

TCC in Early Child Care (Early Childhood Program Administration and Facility Management)

Grade Point Average/4.0

### **COMMUNICATION**

Maintained records and reports on each child.

## **LEADERSHIP**

Lead my class in winning the 2012 GCCA Kiddie Kid Safety Contest. (Safety Fair/Alarm System for Center Van)

Commended by Director's for developing engaging and effective lesson plans.

Worked one-on-one with developmentally challenged students. Assisted children with reaching milestones in the areas of self-care and preservation skills.

## **REFERENCES**

**WANDE MEADOWS**, DIRECTOR

LITTLE ONES LEARNING CENTER

(404)361-8886

**JOHN PASCUA**, ATTORNEY

THE FOUNDERS LAW FIRM

(404) 422-1182