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## **Summary**

Professional licensed childcare educator. Seeking an opportunity to expand my skills while facilitating company growth. Intends to utilize work experience and time management skills.

## Skills

- Training & Development
- First Aid/CPR
- Planning & Organizing

- Supervision & Leadership
- Customer Service
- Relationship Building

## Experience

Mrena Childcare | Lindenhurst, IL Director of Childcare

07/2014 - Current

- Trained, managed and motivated employees to promote professional skill development.
- Created and updated records to document employee and participant information.
- Inspected facility and activities to monitor safety, sanitation and procedures.
- Communicated with parents and fostered strong professional relationships.

We Are Blessed | Somers , WI Childcare Educator 01/2012 - 04/2014

- Supervised circle time, free play, outside play and learning and developmental activities.
- Processed payment and enrollment details for thirteen student programs with commitment to accuracy and licensing compliance.
- Organized and led activities to promote physical, mental and social development.
- Developed and enforced positive strategies to encourage good behavior.
- Introduced learning activities and imaginative play to teach children to explore.

## **Education and Training**

YWCA of Lake County | Gurnee, IL **Child Development Associate** in Early Childhood Education 09/2021

Columbia Area Career Center | Columbia, MO Some College (No Degree) in Psychology