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## ◀ Objective: Childcare Site Supervisor ▶

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*Profile:* Professional with excellent skills for managing busy, diverse day care centers.

Dedicated to meeting program goals and ensuring adherence to government regulations/guidelines. Excellent supervisory skills. Energetic innovator and problem-solver for safe and efficient operations. Sound judgment. Intelligent planning with attention to detail. Proven ability to build compassionate, positive relationships with children, parents and staff. Proficient with Microsoft Word, Excel, and Outlook.

### *Selected Highlights/ Accomplishments*

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#### **Management/administration:**

- **Day care management:** Supervised 20+ teachers and 70 children, from infant to preschool age, while serving as Acting Center Director. Charged with staff recruitment and training of new employees. Ensured facility compliance with fire safety, state health, and licensing requirements. Promoted center through tours and marketing to potential families. (Barkley Village)
  - **Problem solving:** As Lead Teacher, identified problem with child/staff ratio guidelines for outside play areas, bringing the issue to Director's attention. Revamped schedule and brought center into compliance. Also initiated new toy sanitization and bottle washing procedure in infant room.
  - **Conflict resolution:** Adeptly handled differences among teachers, parents, and children. Provided an opportunity for parties to resolve issues, intervening if necessary to create solutions.
- **Supervision:** Developed a personal but professional relationship with staff based on the premise that productivity results from a positive, enjoyable work environment where all feel appreciated and valued.

**Strong Work Ethic:** Voted by managers as Employee of the Month four times in four years. (The Gap)

**Ability to work successfully with children:** Built children's confidence and trust. For example, consistent interventions with foster child diagnosed with attachment disorder and ADHD resulted in a marked improvement in child's sociability and relationship-building with other children. (Barkley Village)

**Writing/communication:** Wrote 4-page transitioning packet for parents that helped them prepare children for new schedule and activities. Developed trusting, open relationships with teachers, parents, and children. (Barkley Village)

**Creativity/activities development:** Planned and implemented engaging, educationally appropriate activities such as games and art projects for children preschool through K-6. Routinely communicated children's developmental progress to parents and coworkers. Saw need, and in tandem with teachers, increased children's activity level with sensory activities, trips, and cooking projects. (Children's World)

**History of drive and determination:** Won highly competitive, prestigious Distributive Education Clubs of America (DECA) award twice for hospitality and tourism management skill. Also won regional and state competitions prior to winning national title, receiving \$500 award. (High School)

## *Relevant Experience*

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### **SUPERVISOR/LEAD INFANT TEACHER/SPECIAL NEEDS AIDE**

James Barkley Village Childcare Center, Orcas Island, WA — 01/2002-06/2003

### **LEAD PRE-SCHOOL TEACHER**

Renton Childcare Center, Renton, WA (temporary) — 03/2001-09/2001

### **CHILDCARE WORKER**

Child Foundation, Bellingham, WA (temporary) — 02/2000-09/2000

### **SUPERVISOR**

Liz Outlet, Auburn, WA — 01/1998-01/2002

### **ASSISTANT TEACHER**

Play World Learning Center, Kent, WA — 10/1996-06/1997

## *Education, Training & Certifications*

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- Bachelor of Arts in Sociology, Business Administration Minor.  
Western Washington University, Bellingham, WA
- Standard First Aid Certification
- Child/Infant CPR Certification