

JANE SMITH

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EARLY CHILDHOOD EDUCATION PROFESSIONAL WITH 8+ YEARS OF EXPERIENCE

Program Creation & Execution/Student Readiness & Development/Organizational Leadership & Training

PROFESSIONAL PROFILE

A passionate, patient, and results-oriented Early Childhood Education professional with demonstrated experience teaching mainstream and diverse student populations from birth to age five and conceptualizing and implementing various improvement programs based on state and federal educational standards, requirements, and Developmentally Appropriate Practices (DAP). An effective and resourceful motivator, mentor, and team-builder with exceptional communication and presentation skills possessing an innate ability to perform accurate student assessments, conceptualize and implement individualized education plans, and interact effectively with families, external agencies, and the community. Exceptional leadership, analytical, troubleshooting, critical-thinking, and technical skills. Strong written and oral aptitude. Fluent in English, Russian, and Armenian. Microsoft Office proficient.

CORE COMPETENCIES

- *Instructional Development*
- *Curriculum Implementation*
- *Cooperative Learning*
- *Creative Lesson Planning*
- *Educational Standards*
- *Student Readiness*
- *Mentoring/Advising/Coaching*
- *Individualized Instruction*
- *Data Tracking/Reporting*
- *Program Creation/Execution*
- *Program/Project Management*
- *Team-Building/Development*
- *Performance Assessments*
- *Special Education Inclusion*
- *Group Presentations/Speaking*

EDUCATION

Coursework Completed Toward a Masters of Business Administration; Specialty in Business Management
University of Phoenix, Phoenix, Arizona (Attending Virtually); Projected Graduation Date: May 2011

Bachelor of Arts in Teaching; Graduated: May 2004

Specialties in English as a Second Language (ESL) and Russian as a Second Language (RSL)
Yerevan State Professional Music School After P.I. Tchaikovski, Armenia, Yerevan

Associate of Arts in Music; Specialty in Music and Piano; Graduated: May 1998

Yerevan State Professional Music School After P.I. Tchaikovski, Armenia, Yerevan

DESIGNATIONS/CERTIFICATIONS

- Licensed In-Home Childcare Provider ▪ Certified Music, Piano Teacher, and Accompanist
- Certified English as a Second Language (ESL) Teacher ▪ CPR/First Aid Certified

PROFESSIONAL DEVELOPMENT

- 10-Hour S.T.A.R.S. Training ▪ 20-Hour S.T.A.R.S. Training ▪ 3-Hour Course in HIV/Blood-Borne Pathogens

PROFESSIONAL CHRONOLOGY

ABC Company Licensed, In-Home Childcare Provider	Any Town, USA	Apr. 2007 - Present
ABC Company Childcare Provider Assistant	Any Town, USA	Jul. 2005 - Jan. 2007

KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- 10 years of experience as an NAEYC accredited childcare provider and infant, toddler, and pre-school teacher; planned and implemented educational programs with an emphasis on school readiness while providing a secure and nurturing environment.
- 2 years experience working with/teaching special needs children.
- Licensed for up to eight (8) children of all ages without an Assistant and nine (9) children with an Assistant.
- Supervised, coordinated, and directed the daily responsibilities of the children; planned and prioritized schedules and assignments, provided guidance and instruction, clarified rules and procedures, monitored progress and behaviors, and recognized and praised performance.

KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Recognized individualities in students and designed units of instruction accordingly; utilized and taught a variety of learning skills and provided multiple points of access to the curriculum.
- Actively explored and creatively implemented best practices for instruction and learning including critical problem solving and cooperative process-oriented learning.
- Employed a broad spectrum of assessment tools; delivered feedback in ways that furthered their learning and spoke to each individual's growth areas.
- Developed innovative, standards-based units integrated across curriculum areas.
- Designed and implemented customized teaching/training programs to allow emotionally, physically, and learning disabled students to be mainstreamed into the classroom; provided developmentally and culturally appropriate instruction to a variety of populations.
- Measured, assessed, reported, and tracked student/child performance.
- Interviewed, hired, and trained new personnel; provided ongoing direction and support.
- Supported the development of New Assistants; supervised, mentored, and evaluated staff performance.
- Successfully collaborated with colleagues; promoted quality practices and provided exemplary educational experiences for children.
- Collected, maintained, and updated files and records for all clients,
- Worked with a variety of personalities among parents', students, and the community; answered clients' calls and questions and resolved any issues.
- Attending yearly trainings including seminars and workshops.

VOLUNTEERISM/AFFILIATIONS

- Participant, USDA Food Nutrition Program
- Musical Performer in a Variety of Fine-Dining Establishments Including "The Fiddlehead"
 - Performed with Juneau Symphony Chamber Orchestra

HONORS

- Public-Speaking Competition Participant - English-Speaking Union Sponsored by Patron Her Majesty The Queen; Recipient of the Honorary Paper for "The Deep Knowledge and Outstanding Rhetoric Skills: Theme: "East is East, West is West"

References Furnished Upon Request