

Jane Smith

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EDUCATION

Eastern Illinois University – Charleston, IL

Bachelor of Science: Human Services Program Administration

May 20XX

ACADEMIC AWARDS

- Commitment to Excellence Academic Scholarship

SKILLS AND QUALIFICATIONS

CPR

First Aid

AED

Court Mandated Reporter

VOLUNTEER AND COMMUNITY INVOLVEMENT

Salvation Army After-School Program – Mattoon, IL

Special Olympics – Charleston, IL

Girls on the Run – Charleston, IL

EMPLOYMENT EXPERIENCE

Self Employed – Joliet, IL

Nanny (Seasonal)

May 20XX – Present

- Create a stimulating, nurturing, and safe environment for the children
- Plan and prepare nutritious meals for the children
- Perform housework related to child care, including washing the children's clothes, cleaning up after meals, and tidying play areas
- Plan and lead educational activities including reading with the children
- Drive the children to and from activities

Sunny's Daycare Center – Lockport, IL

Classroom Aid

October 20XX – August 20XX

- Assisted the teacher in planning and maintaining a safe, clean, learning environment and assured the well-being and safety of the children while in the classroom
- Maintained a positive, calm attitude and a soft voice, and encourage this attitude and voice with others working in the classroom
- Maintained a cooperative attitude of working together with the teacher, volunteers, parents, and program specialists in planning and implementing activities
- Planned with and assisted the teacher in preparing materials and supplies in advance for activities
- Observed children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem, or other special needs, and immediately report observations to the teacher for follow up