

NANCY SMITH

123 Main Street
Pasadena, California 91230

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(555) 444-7777

e-mail: NSmith123@yahoo.com

A creative preschool teacher with 20 years of progressively increasing experience in working with more than 2,400 infants and children up to five years old. A reliable professional who is skilled in conducting children-related activities, including outings, crafts and events involving parents for each child's care and development. A patient, loving, caring and knowledgeable role model who works well independently as well as part of a teaching team.

EXPERIENCE

Huntington Hospital, Pasadena, California

2004-2009

Teacher, Huntington Hospital Children's Center

Taught and cared for 10-12 employee children per day in an onsite child center, serving 102 children ranging from infants to five-year olds. The center has 25 teachers and is part of a major acute-care hospital with 535 beds.

- Provided care for 10-12 infants a day, including nurturing, hygiene and three meals.
- Successfully dealt with children who had severe attachment issues.
- Created a wholesome learning environment for preschoolers through providing fun, age appropriate, interesting activities.
- Advised parents and assisted children in potty training.
- Established a plan for each child's development and conducted assessments with parents on their progress and special needs.
- Worked with new parents to help transition their child to the center, concerning parent and child separation issues.
- Organized field trips to fire stations, Kidspace, Los Angeles Zoo, Huntington Library, Norton Simon Museum, Cal-Tech Theater, Arboretum, parks, concerts and other local events.
- Promoted and implemented learning experiences in play activities using props.
- Taught children how to play and interact with puppets and dolls.
- Prepared daily curriculums for indoor and outdoor play, including water tables, sand boxes, painting and games.
- Introduced children to new learning experiences, using musical instruments, singing, dancing and art.
- Assisted children with learning and problem-solving skills.
- Assisted introverted children in learning how to relate to others and overcome frustrating situations.
- Taught children how to deal with natural disasters. Participated in preparing earthquake kits with the entire staff.
- Provided consistent and authoritative discipline as needed.
- Expanded the children's vocabulary by reading different books and daily conversation.

Huntington Hospital, Continued

- Worked diplomatically with parents when their demands exceeded the care center's capabilities.
- Taught children tolerance by exposing them to different cultures and ethnicities.

La Casita Verda Children's Center, Los Angeles, California

2001-2004

Teacher, Infant Room

Provided nurturing and hygienic care for 18 infants (6 weeks to 12 months old) for a privately owned child care facility with 60 children and 13 professionals serving the City of Los Angeles.

- Worked with 50 children in providing daily care and loving attention.
- Assured parents and ensured the children were safe and secure under the center's care.
- Maintained a daily report on the status of each child concerning feeding, diapering and sleeping.

EDUCATION**Pasadena City College**, Pasadena, California

Acquired 60 units in Early Childhood Education needed for a California Teacher's Permit

Citrus College, Covina, California**Certificate of Completion for Child Development,****Other Courses:** Administration, Infant, Child & Adult CPR, First Aid, Child Care, Diversity, Leadership, Writing**AFFILIATION**

National Association for the Education of Young Children

OTHER SKILLS**Special Skills:** MS Office, Internet, Quick Books and 10-key calculator**Languages:** Farsi, Spanish, Italian, English