

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Experienced childcare director seeking a position at a reputable daycare center where I can utilize my early childhood education and management skills to provide high-quality care for children.

Experience

- Childcare Director** - ABC Learning Center/ Location
X Years
- Oversaw daily operations of the center, including staff management, curriculum development, and parent communication
 - Maintained compliance with state licensing regulations and safety protocols
 - Developed and implemented policies to improve efficiency and quality of care
 - Conducted regular staff training on topics such as child development, behavior management, and safety procedures
- Assistant Director** - XYZ Preschool/ Location
X Years
- Assisted with daily operations, including staff supervision, curriculum development, and parent communication
 - Coordinated parent/teacher conferences to discuss student progress
 - Conducted regular classroom observations to ensure the quality of care
 - Assisted in maintaining compliance with state licensing regulations
- Project Experience**
- Developed a new curriculum focused on STEM education for young children
 - Coordinated community outreach events to promote the center's services

Education

- Bachelor's Degree in Early Childhood Education** - XYZ University
MONTH YEAR
- GPA: LIST
 - AWARD
 - AWARD
- Master's Degree in Early Childhood Education** - XYZ University
May 2009
- GPA: LIST
 - AWARD
 - AWARD

Skills

- Expertise**
- Strong leadership and management skills
 - Excellent verbal and written communication skills with parents, colleagues, and regulatory agencies
 - Knowledgeable about early childhood education theories, practices, and regulations
 - Proficient in Microsoft Office Suite, Google Classroom, and childcare software programs
 - Skilled problem solver able to handle conflicts effectively

Licenses & Accreditations

- Licenses Licenses & Accreditations**
- Child Development Associate (CDA) Certification
 - CPR and First Aid Certified through the American Red Cross
 - State Licensing Requirements met
 - Newborn Care Specialist Certification through the Newborn Care Training Academy.
 - National Administrator Credential (NAC) offered by the National Early Childhood Program Accreditation
 - Child Care Executive Certification provided by the McCormick Center for Early Childhood Leadership
 - Program Administration Scale (PAS) certification provided by Teachstone