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**Key Skills**

Patience Conflict resolution Highly organized Team building Student advocacy Detail-oriented

**Professional Experience**

**LA PETITE ACEDEMY, Memphis, Tenn. LEAD TEACHER (September 20XX—Present)**

Responsible for managing a class of 16 students, ages 3-4, and planning activities that stimulate growth in language, social, and motor skills. Communicate with parents on a regular basis, via annual assessments, quarterly meetings, and monthly phone conversations.

**ABC DAYCARE, Memphis, Tenn. OWNER/DIRECTOR (August 20XX—September 20XX)**

Oversaw daily operations, managing a staff of 12 employees. Responsibilities included administrative, billing, personnel issues, policies and procedures, payroll, and quarterly tax preparation and submission. Implemented curriculum plans for three class levels and maintained records and reports on each child.

Developing fundamental life skills and a love for learning in pre-kindergarten children. Preschool lead teacher with ten years of daycare and preschool teaching experience. Strong organizational skills, thorough educational background, and ability to work well and communicate effectively with children, parents, colleagues, and supervisors.

**Education**

**UNIVERSITY OF MEMPHIS**, Memphis, Tenn. Master of Arts in Elementary Education, Expected May 20XX

**SOUTHWEST TENNESSEE COLLEGE**, Memphis, Tenn. Bachelor of Arts in English, 20XX

Associate of Science, 20XX

**NOTABLE ACCOMPLISHMENT**Maintained 4.0 GPA while working full-time and carrying a full course load.

Certification

Nursing Assistant

Samantha Edwards

PRE-SCHOOL TEACHER

**Contact**

(000) 000-0000

your.name@gmail.com

3025 Rockbrook Ln, Colorado Springs, CO 80904

linkedin.com/in/profile