First and Last Name

City, State | Phone | Email

# EDUCATION

State University of New York at New Paltz

**Master of Science in Education in Literacy B-6** – expected May 2023

**Bachelor of Science, Early Childhood Education B-6, Minor in Deaf Studies**, Graduated Cum Laude, Dec. 2020

GPA: 3.45, Dean’s list Fall 2014, Spring 2015, Fall 2016, Spring 2017

# CERTIFICATION & EXAMS

New York State Professional Certification in Literacy Education (B-6) pending, May 2023

New York State Initial Certification in Early Childhood/Childhood Education B-6 Dec 2020

# TEACHING EXPERIENCE

**Daycare Director |March 2022-present**

Tender Loving Kids Club, Suffern, New York

* Ensure that the facility is maintained according to NYS Daycare Regulations
* Establish policies and communicate them to staff and parents
* Develop educational curriculum and set standards for each curriculum program
* Establish budgets and set fees for program
* Hire and train new staff members
* Facilitate relationships between parents, children, and staff members
* Meet with parents and staff to discuss student progress
* Assist staff with resolving conflicts with children and parents

# Preschool Teacher | August 2021-present

Tender Loving Kids Club, Suffern, New York

* Teach New York State Prekindergarten Common Core Foundations to fourteen pre- school children in an early learning program
* Develop and lead lessons, which promote social, physical, and cognitive growth.
* Create daily journals to inform parents about their child’s daily development
* Observe and evaluate children’s performance, behavior, social and physical development
* Accommodate daily lessons for students with IEP’s and ELL’s.
* Identify children who demonstrate signs of emotional, developmental, or health-related problems and discuss with parents/guardians, and child development specialists
* Work collaboratively with children and their families to make sure all are informed of information relating to the classroom

# TEACHING EXPERIENCE CONTINUED

**Student Teacher | September 2020-December 2022**

Sloatsburg Elementary, Sloatsburgh, NY

* Plan and execute daily lessons in a fourth grade classroom setting
* Assist teacher with recordkeeping, calculating grades, tracking attendance
* Reinforce daily lessons by reengaging students in a one-on-one or small group setting

**COMPUTER SKILLS**

American Sign Language (Proficient)

Microsoft Excel, PowerPoint, Word, SMART Board Technology