

SARA SMITH

(707) 123-4567

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PROFESSIONAL PROFILE

Patient and dependable child-care teacher with business and management experience seeking a child-care position. Excited to return to work and follow my passion of working with children and families. Strong capacity for helping young learners develop healthy socialization and behavioral patterns, as well as confidence and sense of independence.

EXPERIENCE

JANUARY 10, 2022 – CURRENT

CHILD CARE TEACHER (INTERN), SRJC CHILDREN'S CENTER, SANTA ROSA, CA

- Member of the preschool teaching team.
- Participate in curriculum planning based on emergent curriculum
- participate in DRDP observations,
- building relationships with children and families, and child supervision/development.

JUNE 4, 2010 – AUGUST 31, 2013

TAX CONSULTANT, ABC TAXES, SANTA ROSA, CA

- Completed tax returns and participated in tax planning strategies.
- Collaborated in teams and with International counterparts.
- Developed clear communication and planning skills.
- Consistently met deadlines and managed my own schedule effectively.

EDUCATION

DECEMBER 2022

ASSOCIATE IN ARTS (CHILD DEVELOPMENT)

SANTA ROSA JUNIOR COLLEGE, SANTA ROSA, CA

Graduated with honors and 4.0 in major

MAY 2010

BACHELOR'S IN BUSINESS ADMINISTRATION (ACCOUNTING)

SONOMA STATE UNIVERSITY, SANTA ROSA, CA

Graduated with honors and 4.0 in major

SKILLS

- Strong oral and written communication skills
- Strong interpersonal skills
- Group and individual instruction
- Works well independently and in a team
- Behavioral/Cognitive skills development
- Excellent classroom management skills

