

# SUSIE SMITH

111 Excalibur Drive, Camarillo, CA 93010

(123) 555-1234

[susiesmith@bamboo.com](mailto:susiesmith@bamboo.com)

**OBJECTIVE:** To obtain a part-time teaching position working with 2-5 year olds where I can provide a dynamic classroom environment to assist in a child's early development.

## EDUCATION:

**Bachelor of Arts Degree** in Early Childhood Development May 2013  
*Emphasis in Child Psychology*  
 CSU Channel Islands, Camarillo, CA

**Certification** in Developmentally Appropriate Practices for Pre-Schoolers May 2011

## PROFESSIONAL EXPERIENCE:

*Teacher Assistant*

Wood Ranch Elementary School, Simi Valley, CA Aug. 2010-Present

- Assist in managing a classroom of 20 two to five year-old children
- Provide children with learning experiences that promote their cognitive, social and emotional development
- Deliver individualized instruction in all areas of the curriculum
- Participate in parent-teacher conferences, ordering supplies, handling record-keeping and maintaining proper safety regulations in the classroom to ensure a safe environment

*Teacher Assistant*

Action Day Care, Valley Center, CA Sept.2008-May 2009

- Helped the teacher maintain a supportive learning environment that was often used as a model for other preschool classrooms
- Collectively worked with interdisciplinary team members to evaluate children's progress and recommend appropriate learning plans
- Participated in all training and in-service opportunities to maintain a high standard of educational excellence
- Frequently requested by parents to work with their children in additional tutoring sessions
- Entrusted to manage the classroom in the teacher's absence

## VOLUNTEER EXPERIENCE:

*Volunteer*, First Lutheran Church Nursery, Camarillo, CA Mar. 2007-Present

*Volunteer Assistant*, KinderCare, Thousand Oaks, CA Summer 2010

*Assistant Lifeguard*, Morrison Swimming Pool, Camarillo, CA May 2007-Aug. 2009

## PROFESSIONAL AFFILIATIONS:

- *Member*, Association for the Development of Infancy to Early Childhood Dec.2011 - Present
- *Member*, National Association for the Education of Young Children May 2010 - Present