

BETTY JOLLY

7894 - 78th Street S.W. Anywhere, Texas 98755

Residence: (780) 555-1250 • betty@internetserver.com

Teacher's Aide

Dedicated to the Safety and Education of Young Children

SUMMARY OF QUALIFICATIONS

An enthusiastic, caring educator who believes that all children can learn and thrive in a learning environment that is stimulating, comforting, and appropriate to children's abilities. Proven ability to work in chaotic situations and still maintain a sense of humor. Commended for excellence in innovation, creativity, organization, and proactive talents. Exceptional ability to establish instant rapport with students and parents, based on outstanding communication skills.

"Betty is an inspiration to the learning profession. Her enthusiasm, energy, and dedication are contagious. A wonderful student assistant and any school would benefit from her exceptional skills and attitude."
Eagle School Principal

EDUCATION + TRAINING

Early Childhood Development Diploma, Mill College, Houston, TX - 2000

Abby's Children's Center, Practical Work, Houston, TX - 2001

Eagle School (Kindergarten), Houston, TX - 2000

St. John's First Aid, St. John's Ambulance, Houston, TX - 2001

RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

Child Care Experience

- Created a safe, comfortable, and fun learning environment for children from the age of 6 months to 12 years.
- Taught self-help skills (feeding, dressing, toileting, personal hygiene).
- Demonstrated patience and understanding while managing difficult children.
- Developed, designed, and implemented indoor and outdoor kindergarten activities and educational lessons.

Planning + Organizing Skills

- Arranged four day care rooms to provide a full range of age-appropriate activities, to encourage children in advancing their social development.
- Created instructional materials and procedures consistent with individual learning needs and behaviors.
- Implemented new activities from reading resource books to stimulate play, including children's police center and corn syrup painting.
- Maintained children's attention during group time by presenting material in a fun and exciting way.
- Planned and directed numerous field trips including "Crystal Lake," "Wendy's," "Leisure Center," "City Hospital," and "Evergreen Park."

Parent Contact + Teamwork

- Fostered effective, ongoing communication with parents by providing verbal reports and written notes on children's daily activities.
- Collaborated with co-workers, supervisors, and parents to maintain a "partnership" environment.
- Coordinated and documented parent-teacher interviews, and ensured retention of documentation.

EMPLOYMENT HISTORY

Customer Service RICKY, Somewhere, TX	1998 - 1999
Clerical Assistant SEARS, Somewhere, TX	1997 - 1998