

## **Samantha Williams**

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### **Professional Summary**

Experienced Daycare Teacher Assistant who is great with children and has strong organizational skills. Adept at coordinating daycare activities, helping the children to get involved in activities and supervising large groups of children indoors and outdoors. Specializes in pre-school age children and younger and is experienced in taking care of infants.

### **Core Qualifications**

- Involved in child care for many years
- Certified daycare worker
- Strong communication skills with parents and children
- Great team worker
- Comfortable with the administrative side of daycare work
- Always has the children's best interests at heart
- Comfortable working with children of all ages

### **Experience**

April 2009 to July 2014 Nellie's Play Time-New Parkland, CA Daycare Teacher Assistant

- Responsible for making sure that all children were accounted for throughout the day.
- Maintained open channel of communication with all parents and handled calls from parents throughout the day.
- Assisted teachers in monitoring outdoor activities for children throughout the day.

August 2003 to April 2009 Caresalot Daycare-New Parkland, CA Daycare Teacher Assistant

- Responsible for maintaining file of administrative and government paperwork.
- Responsible for cleaning and sanitizing the areas where the children slept and played when the day was done.
- Often interacted with parents who had concerns, questions or special requests.

September 2000 to August 2003 Premium Daycare-New Parkland, CA Daycare Teacher Assistant

- Responsible for attendance each day as children checked in and as children left.
- Contacted parents of children who did not show up to make sure the children and the parents were okay.
- Often assisted the teachers in putting together lessons and activities for the children each day.

### **Education**

2000 Parkland High School, New Parkland, CA High School Diploma, Concentration in childcare