

Surjit Employee
2020 Merritt Way
Yuba City, CA 95993
(530) 555-5555

Objective: Seeking a position as a **Teacher's Aide** in an Early Childhood Education Center

Qualifications:

- ❖ Multilingual: English, Punjabi, Spanish
- ❖ Two years of child care experience
- ❖ I am a supportive and encouraging person
- ❖ Able to instruct children in health and personal habits
- ❖ Organizational skills of recreational and educational activities/materials
- ❖ Records management
- ❖ Patient, tolerant, and kind demeanor
- ❖ Confident and comfortable in setting limits and boundaries for children
- ❖ Ensure that children are in a safe and nurturing environment

Experience: The Kaur Family Yuba City, CA
Babysitter (called as needed) 11/08 to Present

- ❖ Care for two children; ages, five and ten
- ❖ Plan and supervise activities
- ❖ Prepare and serve meals and snacks
- ❖ Provide tutoring/assist with homework
- ❖ Ensure safety of children at all times

Sutter County One Stop Yuba City, CA
Teachers Aide 6/18/09 to 8/3/09

Summer youth work experience training opportunity at Mahal Plaza Children's Center

- ❖ Assisted students, individually and in groups, with lesson assignments to present and reinforce learning concepts
- ❖ Supervised children and resolved conflicts among them
- ❖ Assisted teacher with preparing supplies for arts and crafts activities
- ❖ Prepared children for nap time
- ❖ Maintained order within school and on school grounds
- ❖ Ensured classroom toys and equipment were properly sanitized

Education: River Valley High School Yuba City, CA
General Education To graduate in 2010

- ❖ Student Office Aide
- ❖ Teachers Assistant