

Karen L. Childs

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PROFESSIONAL SKILLS PROFILE: Preschool/Early Childhood Development

- Knowledgeable in age-appropriate activities and safety regulations
- CPR/First Aid certified
- Childcare Management/ Director experience
- Instructional design and family development
- Strong communication/interpersonal skills with parents and colleagues
- Nurturer/ Child Advocate
- Strong organization and multitasking skills

EDUCATION

Bachelor of Science in Family and Child Development

Liberty University, Lynchburg, VA

Anticipated May 2013

Minor: **Sociology**

Relevant Courses: Daycare Administration, Early Childhood Education, Families under Stress, Program Planning and Evaluation, Psychology of Childhood, and Exceptional Child

CPR/First Aid Certification

May 2010-Present

RELEVANT EXPERIENCE

Intern, Early Learning Center, Lynchburg, VA

August-December 2011

- Assisted director of preschool for more than 160 hours, observing and learning administrative duties

YMCA Summer Activities Director, Lynchburg, VA

May-August 2010

- Staffed and organized a full activities schedule for over 100 children daily
- Designed weekly newsletter for parents to review events and announce upcoming outings
- Managed administrative tasks of ordering supplies and communicating with parents addressing specific concerns
- Participated in mid-summer and post-summer evaluation of camp

Nanny/Household Manager, Washington, D.C.

May-August 2009

- Handled daily activities of three children under the age of 10
- Managed the running of household business for a full staff of five

OTHER WORK EXPERIENCE

Customer Service Cashier, McDonalds, Lynchburg, VA

September 2010-Present

COMMUNITY SERVICE

Accumulated more than 160 hours of volunteer service for various community projects

Volunteer, Virginia Baptist Hospital, Neonatal Unit, Lynchburg, VA

August 2009-Present

Peer Leader, Liberty University, Lynchburg, VA

December-May 2010

- Advised peer group leaders weekly on personal and academic issues