



Brenda Smith

Co-Lead Teacher-Big Friends Class - Civic League Day Nursery



Stewartville, MN

brendasmith578+cc5@indeedemail.com - (507)358-7238

WORK EXPERIENCE

Co-Lead Teacher-Big Friends Class

Civic League Day Nursery - November 2012 to Present

The Big Friends classroom consists of 18 three-five year olds. Worked with children on their social skills, table manners, writing skills, expanding their vocabulary, learning to play with others. Lead numerous activities each day from the following areas; art, music, math, science, blocks, literacy, sensory, fine/gross motor, social/emotional. Lead numerous large group activities, group games, story times, and small group activities. Planned what to put in each interest area and various activities based on the monthly theme. The different interest areas include; art, writing, books, dramatic play, blocks, sensory table, science, manipulatives, outdoors, and computer. Held parent teacher conferences twice a year and participated in several family activities throughout the year.

Office Assistant

Dahl Copiers Inc - July 2006 to November 2012

Worked with the Quickbooks Accounting software computer program to complete a variety of paperwork including accounts receivable. Worked with customers in person and on the phone. Ordered and received parts and supplies. Competent in the use of copier machines, duplicators, and facsimile. Receptionist and dispatcher.

Substitute Teacher

Primrose School of Rochester - Rochester, MN - June 2012 to October 2012

Spent time in several different classrooms such as the infant, young toddler, preschool, and kindergarten classrooms. Lead a variety of activities in each of the classrooms. Changed diapers, fed infants and toddlers, played games initiated by the children, and worked on sign language with the toddlers.

Internship

Tammy's In Home Child Care - June 2012 to August 2012

Lead numerous activities for children from the ages of two all the way through 11. Spent many hours playing with all of the children. Accompanied the children to their daily swimming lessons at the local pool.

Assistant Teacher-Early Preschool

Primrose School of Rochester - February 2011 to June 2012

The early preschool classroom consists of 14, two year olds. Worked with the children on proper table manners, becoming potty trained, expanding their vocabulary, learning to play with others, learning to use their words instead of actions. Changed diapers and taught children about personal hygiene. Lead numerous activities each day from the following areas; art, music, math, science, blocks, literacy, sensory, physical, and social/emotional.

Ref and Assistant Coach for Volleyball

Stewartville Public Schools - 2009 to 2012

Ref and Assistant Coach for Volleyball 2008, 2009, 2012

Assisted the coach for the Junior Varsity volleyball team at Stewartville High School and was the ref for the 7th and 8th grade volleyball teams at Stewartville Middle School for three years.

EDUCATION

AAS in Child Development

Rochester Community and Technical College - Rochester, MN
2011 to 2012

Southwest Minnesota State University
June 2010

SKILLS

Qualifications and Professional Development

CPR/First Aid Training

SUIDS/Shaken Baby Syndrome

Childcare Skills: Able to change diapers, feed babies, feed toddlers, communicate with babies and toddlers through sign language, and lead activities with children of a variety of ages. Able to engage in conversations with children throughout the day and interact positively with children. Able to assist children with solving problems.

Curriculum Planning: Created a six week curriculum plan on the topic "The Five Senses" for preschool age children. Included in the plan are numerous activities for each of the following areas; art, music, math, science, blocks, literacy, physical, sensory, and social/emotional. Along with activities are a classroom visitor plan, a field trip plan, a list of books to go along with the theme, and more.

Online Portfolio: This online portfolio displays a variety of my work throughout the time I spent completing my Child Development degree at Rochester Community and Technical College.
<http://brendadah1.efoliomn.com/Home>

ADDITIONAL INFORMATION

Computer Skills: Competent use of Microsoft Word, Microsoft Power Point, Microsoft Excel, and Quickbooks Accounting software program, with six years of experience.

Customer Relation Skills: Communicating with parents and customers in person and by phone. Communicating with parents through written communication in ways including; daily sheets for the children, happy grams, and notes or letters to the parents.