

## Early Childhood Educator

On the following two pages is a sample of an Early Childhood Educator résumé.

Please refer to <http://www.mohawkcollege.ca/student-engagement/student-graduate-employment/Resources.html> for resources and guidelines to create your résumé.

To determine your **Highlights of Qualifications** you can view the Program Learning Outcomes listed for your program, check out the job title on google.ca followed by NOC which stands for National Occupation Codes (example: Early Childhood Educator NOC, or cross-reference a job posting. You can also reference your practicum evaluations and monitoring notes to discover your skills.

Below are some suggestions for résumé headings:

### **Suggestions for Résumé Headings**

<b>Summary of Qualifications</b> Career Achievements Personal Profile Skills Summary Career Related Skills Highlights of Qualifications Employment Related Skills Relevant Skills	<b>Employment Experience</b> Industry Related Experience Work Experience Employment Experience Relevant Experience Related Experience
<b>Education and Training</b> Education Specialized Training Educational History Training and Certifications Licenses Academic Training	<b>Additional Experience</b> Military Service Related Activities Additional Employment History Other Employment History
<b>Specific Skills</b> Computer Skills Technical Skills (Your Program Name) Skills	<b>Field Placement</b> Practicum Experience Internship Co-op
<b>Awards/Achievements/Recognition</b> Awards and Scholarships Scholarships Honours and Distinctions Related Accomplishments	<b>Volunteer Experience</b> Volunteer Work History Community Involvement Volunteer Activities

For résumé critiquing or assistance with your résumé, please book an appointment through **CareerReady** on **MOCOMotion** under the **Resources** tab or stop by Student Engagement and Employment in the David Braley Athletic and Recreation Centre – Room R203 or Room A113 at Stoney Creek Campus on Tuesday.

# Jane Doe

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## Objective

To obtain a full-time Early Childhood Educator position where I can utilize my skills and experiences, to build a strong rapport with students and encourage a positive, inclusive, and stimulating learning environment.

## Profile

Mohawk College student of the Early Childhood Educator Program with experience working with children with exceptionalities and the ability to develop programming that cultivates social and cognitive skills and stimulates learning in a fun environment. Available for work immediately May, 2014.

## Highlights of Qualifications

- Plan, organize, facilitate and modify ideas and activities to ensure quality, inclusiveness and developmentally appropriate
- Experience practicing Full Day Early Learning Kindergarten curriculum through play based learning, assessing children's outcomes and modifying appropriately
- Able to recognize children's physical, cognitive, emotional and social development and document accordingly pertaining to the learning outcomes
- Collaborate and develop relationships with staff, families and children
- Knowledge of behaviour management strategies
- Good computer skills in Microsoft Word, Excel and PowerPoint
- Fluent in English, French, Hindi and Russian

## Education

**Early Childhood Education Diploma, Mohawk College, Hamilton ON** 2013 - Present

Currently achieving Deans Honours

Program completion April, 2014 – Graduation June, 2014

- Course of studies includes: Child Development, Health, Safety and Nutrition, Child Development and Behaviour, Parents as Partners, and Inclusion in the Classroom.

**Ontario Secondary School Diploma, ABC High Secondary, Hamilton ON** 2010

## Training and Certifications

ECERS R Training 2014

Certified in CPR and First Aid Training (Level C) 2013

Safe Food Handling Certificate 2011

## Relevant Experience

**ABC Elementary School- FDEL-K, Practicum** January, 2014 – Present

Took initiative to continue to build a strong rapport with the students and FDK staff by volunteering in the classroom after completion of placement

- Collaborate with the teacher to plan and implement programs and curriculum to meet the developmental needs of the children
- Lead open ended activities following the children's interest through play based learning
- Develop posting areas to recognize success and accomplishments of learning outcomes achieved by children
- Develop circles and expanded learning programming based on children's interests

**Relevant Experience continued****Child Care- Pre School, Practicum** September, 2013 - December, 2013

- Implemented age appropriate materials that supported and promoted the physical, cognitive, emotional, and social development of the children
- Developed routines, assisted with proper eating, dressing and toilet habits
- Created a Toilet Training Resource Bin for the parents to utilize
- Established and maintained positive relationships with the children and staff

**Daycare- Toddlers Practicum** January, 2013 – April, 2013

- Conducted health checks
- Observed children's activities and behaviours and recorded daily logs to share with colleagues and families
- Provided spontaneous activities to engage children and ensure inclusiveness
- Developed a two week program to implement learning centers based on the children's interest while allowing opportunities for students to express creativity through art, dramatic play, music and physical activities.

**Daycare, Summer Staff** May, 2012 - August, 2012

- Supported a child with downs syndrome ensuring a safe, healthy, nurturing and fun learning environment
- Built and maintained a strong evident rapport with this child as well as the family
- Demonstrated flexibility by being able to work in all classrooms when needed

**Additional Experience****ABC Restaurant, Supervisor/Waitress/Cashier/Cook** August, 2010 - December, 2012

Promoted to supervisor for my leadership and dedication

- Created staff schedules and provided training to new staff
- Processed cash/credit/debit payments, balanced receipts and counted deposits

**References Available Upon Request**