### **Nanny Personal Resume**

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| **Claire Lee** | 32 Example Street● Tucson, AZ 65999T: (222) 111-3333 ● C: (000) 999-8888E: claire.lee @ email.com |

❖❖**NANNY**❖❖

**Warm, Caring and Nurturing.**

**Bringing strong passion for children and families and expertise in early childhood development to promote the children’s physical, mental, and emotional well-being.**

**SUMMARY:** Over 5 years’ experience in child care and early childhood development. Track record of supervising the activities of children round-the-clock and assuming the total responsibility of home in absence of parents. A fun and friendly individual who has a special talent for handling hostile behavior of children in a polite manner.

• Neat appearance with a very professional attitude
• Legally authorized to work in the United States
• Own a reliable vehicle with current Arizona driver’s license and insurance
• TB tested and Hepatitis vaccinated

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| **SKILLS** |  |  |
| • Child’s Education | • Diaper Changing | • Toilet Training |
| • Bottle Preparation | • Basic Medication | • Ironing Clothes |
| • Cooking | • Shopping/Errands | • Bathing Children |

**PROFESSIONAL EXPERIENCE**

**Nanny** | Trusting Connections, Tucson, AZ | May 2012 – Present

• Supervise and care for children of ages 1 to 8
• Instruct children in personal cleanliness and social development
• Read to children and assist them in homework
• Organize activities of kids such as games and trips
• Ensure emotional comfort and well being of children
• Prepare craft materials and helpe children use them appropriately

Key Accomplishments
• Helped children with homework effectively which resulted in their excellent grades in school
• Disciplined children in keeping with the methods requested by the parents
• Maintained a secure environment and safeguarded children from many potential hazards

**Babysitter**| Guardian Services, Tucson, AZ | Oct 2010 – May 2012

• Provided temporary custodial care to toddlers and infants
• Interacted with children and played games
• Kept the children safe and entertained in educational ways
• Organized and monitored children’s recreational and play activities
• Informed parents regarding any behavioral or emotional issues
• Kept children’s room organized and clean all times
• Promoted the values of employer through appropriate appearance and actions
• Adhered to guidelines and standards related to providing amused and safe environment for children
• Supported the training of newly hired babysitters

Key Accomplishments
• Responded to a crisis situation which resulted in non-occurrence of a serious incident
• Helped effectively with language development, social manners and homework

**EDUCATION AND CERTIFICATIONS**

City Community School, Tucson, AZ – 2010
High School Diploma

First Aid and CPR Certified – 2011

**ADDITIONAL**
• Bilingual: English/Spanish
• Eager to work for children with special needs

**REFERENCES** enclosed