

KATHERINE HUDGINS

(408) 417.8398 ♦ katherinehudgins45@gmail.com

SUMMARY OF QUALIFICATIONS

- Counsel clients in individual or group sessions to assist them in dealing with substance abuse, mental illness, poverty, unemployment, or physical abuse. Monitor, evaluate, and record client progress with respect to treatment goals.
- Conduct intake and assessments.
- Provide coping skills, life skills and time management in order to support families. In addition, make referrals for patient, client, and/or family to community resources for housing or treatment to assist in recovery from mental or physical illness, following through to ensure service efficacy. Modify treatment plans according to changes in client status.
- Assist clients in adhering to treatment plans, such as setting up appointments, arranging for transportation to appointments, or providing support.

PROFESSIONAL EXPERIENCE

BEFORE | AFTER SCHOOL DAYCARE – SAN JOSE CA

JANUARY 2006- PRESENT

CHILD CARE PROVIDER

- Maintain a safe play environment
- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues. Sanitize toys and play equipment.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention. Assist in preparing food and serving meals and refreshments to children.
- Instruct children in health and personal habits, such as eating, resting, and toilet habits. Provide transportation to and from schools.

GOLDEN ALTAR WORLD OUTREACH CHURCH — San Jose, CA

June 2008-September 2014

Hospitality | Child care provider

- Examine trays to ensure that they contain required items. Place food servings on plates or trays according to orders or instructions.
- Monitor food distribution, ensuring that meals are delivered to the correct recipients and guidelines, such as those for special diets, are followed. Load trays with accessories such as eating utensils, napkins, or condiments.
- Clean or sterilize dishes, kitchen utensils, equipment, or facilities.
- Maintain a safe play environment. Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues. Sanitize toys and play equipment.

CARING FOR KIDS — San Jose, CA

Sept. 1998- June 2002

CHILDCARE TEACHER

- Instruct preschool aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility.
- Establish and enforce rules for behavior, and procedures for maintaining order. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills. Observe and evaluate children's performance, behavior, social development, and physical health.
- Provide a variety of materials and resources for children to explore, manipulate and use both in learning activities and in imaginative play.

EDUCATION & CERTIFICATIONS

Certificate in Early Childhood Education-San Jose City College, San Jose, CA
AA in Alcohol and Drug Studies International

June 2002- December 2007
January 2015- Present