

Kathryn Drake

Sacramento, CA

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Authorized to work in the US for any employer

Work Experience

Preschool Director

Centinela Christian Child Development Center - Inglewood, CA

September 2020 to Present

Director

The Goddard School - Folsom, CA

Present

Education Coordinator

Launching Pad - Redondo Beach, CA

February 2017 to October 2019

- DEMONSTRATED LEADERSHIP OF TEACHING TEAMS, MENTORING AND GUIDING STAFF IN THEIR PROFESSIONAL DEVELOPMENT
- SUPERVISED STAFF, MAKING SURE TEACHERS MAINTAINED POSITIVE AND PROFESSIONAL STAFF/CHILD INTERACTIONS
- MAINTAINED CLASSROOM AND STAFF SUPERVISION, AS WELL AS HEALTH AND SAFETY FOR CHILDREN
- OVERSEE INFANT AND TODDLER IN DAY TO DAY PROGRAM AND CLASSROOM CURRICULUM
- COMMUNICATE WITH PARENTS/GUARDIANS REGARDING THEIR CHILD'S DEVELOPMENT AND ANY TRANSITIONS
- MAINTAINED A LEVEL OF PROFESSIONALISM AND TEAMWORK, WHEN WORKING WITH CHILDREN AND FAMILIES AND STAFF

LEAD TEACHER

MATTEL CHILD DEVELOPMENT CENTER

September 2012 to February 2017

- ASSIST IN THE CARE OF INFANTS AND TODDLERS
- COLLABORATE WITH TEAM TO DEVELOP CLASSROOM PLANS AND GOALS
- Partner with parents to support, guide and share in their child's growth and development

Crewmember

Mc Donald's - Chico, CA

January 2010 to May 2012

- Maintain high standards of customer service during high-volume, fast-paced operations
- Prepare food items as per the standards that are required
- Receive the orders and the respective cash from the customers

Preschool Teacher

Little Discoveries Preschool and Daycare - Chico, CA
October 2009 to January 2012

Prepared daily lesson plans to help the children start learning basic education

- Assisted in the care of infants and preschoolers

Office Assistant

New Journey Christian School - Hawthorne, CA
September 2007 to August 2008

- Greeted parents, answered incoming calls
- Filing, typing and data entry
- Received payments from parents for child care services

Education

Bachelor's in Child Development

California State University Chico
August 2008 to May 2012

High school diploma

Gardena High School
September 2004 to June 2008

Skills

- Infant Care
- Toddler Care
- Experience with Children
- Childcare

Certifications and Licenses

CPR/AED

September 2019 to September 2021