

plan for the child with both parents and served as their liaison for the child's school-related issues. Scheduled, managed and performed some of the daily household chores. Responsible for mail and package intake. Prepared snacks, breakfast, lunch, and dinner. Picked up and dropped off child at daily activities and appointments focusing on punctuality and discipline. Tutored child using educator skills in areas where the child may be deficient, but also working with children to make more positive strides where she may already be excelling. Answered the phone in a professional manner and taking messages that are legible; followed up with calls when necessary. Traveled with the family and extended family; staying with the children for extended periods of time without parental supervision.

Brown Family **Beverly Hills, CA** **2005- 2014**

Full-time Nanny/ Live-in Household Manager, Ages of Children Upon Hire: 10, 9-year-old Twins
Live-in Nanny/ Household Manager for high profile, single widow of four children. Oversaw all activities of children including academics, sports, volunteering, and personal matters including packing and traveling and health. Provided care for two small dogs; feeding, walks, medication, boarding. Kept inventory of household supplies and restocked daily as necessary. Prepped and served breakfast, lunch, and dinner to all members of the family. Managed household staff, contractors for a renovation, and other vendors involved in the running of a 6,000 square foot estate. Assisted with planning social and holiday events in the home. Maintained all vehicles in the home keeping up on service appointments, registration, and insurance. Kept flowers and shrubs in top notch condition by watering, flowering, and pruning when applicable.

Smith Family **Branford, CT** **2003 –2005**

Full-time Nanny, Ages of Children Upon Hire: 5, 4 and Newborn
Live-out nanny in charge of getting kids off to school in the early morning so that parents (doctors) could get to the hospital in timely manner. Responsible for grocery shopping, cleaning the entire home, laundry, pet care, and car care. Volunteered in children's classroom, attended school events with children in place of parents, drove the children to all their after-school activities and became a part of their sports lives. Spent time outdoors as this was a no-TV was allowed household. Responsible for full-time care of newborn: swaddling, bottle-feeding, diaper changing, naptime, tummy-time, burping, taking for walks, and more.

TEACHING EXPERIENCE

M.U.S.D/S.J.U.S.D **Milpitas, CA** **2009-2012**

Teacher/Teacher Aid

Taught at multiple schools in Milpitas and San Jose Unified School District, all elementary grade-levels; (Milpitas) focus of the class was to up the scores on CST and provide support for English Learners; (Evergreen) focus was helping pre-kinder students develop skills needed in Kindergarten through various interactive activities. (San Jose Community Center) focus was providing summer school support of various subject; in all classes, provided daily part-time instruction and childcare for 15-20 students. Planned and implemented lessons, and taught multiple subjects to students in both small and large groups. Created and administered assessments based on student needs; planned curriculum with colleagues. Communicated with parents via phone and in person. Completed progress reports which were submitted to principle for review.