

CHILDCARE EXPERIENCE

Smith Family

Beverly Hills, CA

1999-2002

On-Call Sitter, Ages of Children upon Hire: Newborn, 2-year-old twins and 6 years

Provided childcare as needed. Responsible for diaper changing, bottle-feeding, swaddling, organizing playdates, taking the children to and from the park, pick-up and drop-off from school and other activities, helped with homework. Helped plan birthday parties and assist with set-up and break-down.

Brown Family

Los Angeles, CA

Summers 2000-2002

Full-time Nanny, Ages of Children Upon Hire: 2 and 3-months

Responsible for taking children out for outings, walks and educational trips. Coordinated bottles with nursing mother. Helped maintain sleeping schedules and potty training. Errands such as grocery shopping and appointment making. Cleaned up main play areas and kitchen and prepared meals as needed.

INTERNSHIPS

Comcast-Spectacor Internship Program

Philadelphia 76ers- Marketing Intern

Summer 2003

Office of the Mayor- Syracuse, NY

Media Department- Public Relations Intern

Spring 2004

SKILLS

Familiar with both PC and Mac platforms and the following software:

MS Word, Excel, Outlook, Lexis- Nexis, Power-point, Smart Plus, Final Draft,

SAP Certified

Certified in Final Cut Pro Editing, Dazzle DV Editing

EDUCATION

University 2000-2004

Degree Earned

Honors:

Affiliations:

HOBBIES AND INTERESTS

List here

REFERENCES

Provided upon request.