Jillian hamM

816 Nahma Ave. • Clawson, MI 48017 • (248) 506-3495

jillian.hamm@yahoo.com

**VALUE OFFERED**

Dedicated professional and nurturing caregiver who engages easily with children and parents, exercises sound judgment, highly organized with attention to detail, present solutions to resolve challenges, and has the ability to multi-task in high stress environments.

**PROFESSIONAL EXPERIENCE**

**KIDDIE ACADEMY,** Rochester Hills, MIMarch 2013 – Present

**Pre-School Teacher**

Develop and implement teaching plans to coordinate student daily activities in a Pre-Kindergarten setting. Provide high quality childcare that promotes children's development and learning for the education and care of children ages 4 – 5. Adhere to Michigan State Standards and “On My Way” curriculum. Proven track record of performing job independently and work well in team setting. Demonstrated ability to take initiative while adhering to policies and procedures. Maintain complete and accurate daily progress reports. Communicate daily with parents and other staff members. Train new day care teachers.

**EDUSTAFF,** Clawson, MI

**Substitute Teacher, K - 8** May 2015 – Present

Follow and teach lesson plans assigned by permanent teacher to elementary students. Maintain effective classroom management strategies. Implement activities and techniques for promoting quality student performance.

**SCHALM ELEMENTARY SCHOOL,** Clawson, MI

**First Grade Student Teacher** September 2014 – May 2015

Assisted primary teacher with the coordination of daily activities and lesson plans. Handled all administrative functions including grading of assignments and preparation of progress reports. Improved overall class conduct and encouraged individual and group participation. Created and implemented thematic units which initiated and enhanced student learning.

**TUTOR/NANNY,** Troy, MIAugust 2014 – May 2015

Tutored 10 year old child in all school subjects and cared for 1 year old child. Provided guidance and supervision in completing homework assignments and school projects. Closely monitored and participated in children’s play activities to verify safety. Safely transported children to and from school and extracurricular activities. Prepared meals and fully experienced in bed time care routine and taking care of children’s needs. Maintained household duties.

**BOYS AND GIRLS CLUB,** Troy, MIMarch 2013 – June 2013

**Front Desk Secretary**

Provided clerical and administrative support in child enrichment environment. Skilled in computer and relevant software applications.

**BROOKSIDE DAY CAMP,** Bloomfield Hills, MI June 2012 – August 2012

**Summer Camp Counselor**

Provided leadership and guidance to fifteen five year old day campers. Highly skilled in supervising and interacting with children positively. Demonstrated ability to provide proper direction of children in their daily activities. Maintained complete and accurate daily camper progress reports.

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**PROFESSIONAL EXPERIENCE**

**GORDON FOOD SERVICE,** Royal Oak, MIAugust 2010 – September 2014

**Sales Associate**

Greeted customers politely and present a friendly and helpful attitude. Responded to the customer inquiries and resolved them satisfactorily. Maintained and balanced daily cash and credit transactions. Organized, stocked and displayed merchandise in suitable manner with appropriate signage compliant with grocery store guidelines.

**TUTOR/NANNY,** Ferndale, MI2005 - 2006

Tutored 8 year old child in all school subjects. Maintained household duties.

**EDUCATION**

**Rochester College,** Rochester Hills, MI May 2015

Major: Bachelor of Science in Language Arts

Minor: Elementary Education

GPA: 3.9, Summa Cum Laude

**HONORS/ACHIEVEMENTS**

1. Member of Alpha Chi Honor Society – 2014-Present
2. Rochester College Deans List – All Academic Semesters
3. Rochester College Academic Scholarship - 2011-2015
4. National Honor Society - 2009-2011

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**REFERENCES**

Melissa Lehman, Early Childhood Teacher

Sterling Heights, MI

(586) 258-8557

Relationship: Former coworker

Marji Oberer, 1st Grade Teacher

Troy, MI

(586) 713-3156

marji.joyceoberer@clawson.k12.mi.us

Relationship: Former mentor teacher

Mel Blohm, Dean of Education at Rochester College

Rochester Hills, MI

(248) 218-2119

mblohm@rc.edu

Relationship: Former college professor