



MICHAEL ANDERSON

EARLY CHILDHOOD PROGRAM COORDINATOR

PROFILE

Dynamic Early Childhood Program Coordinator with over 5 years of experience in managing preschool programs and fostering positive learning environments. My career has been centered around developing engaging educational experiences that promote creativity and critical thinking among young children. I have a strong foundation in child psychology and development, which allows me to tailor programs to meet the unique needs of each child.

EXPERIENCE

EARLY CHILDHOOD PROGRAM COORDINATOR

Little Scholars Preschool

2016 - Present

- Coordinated daily operations of the preschool, ensuring compliance with licensing regulations.
- Implemented a play-based curriculum that increased student participation in activities.
- Trained new educators on classroom management and instructional strategies.
- Developed parent engagement workshops to foster home-school connections.
- Conducted regular assessments to monitor child development and program effectiveness.
- Organized field trips and community events to enhance learning experiences.

ASSISTANT PROGRAM COORDINATOR

Happy Hearts Child Care

2014 - 2016

- Supported the coordination of educational programs for children ages 2-5.
- Assisted in curriculum planning and development to meet developmental standards.
- Facilitated communication between parents and staff to address concerns and feedback.
- Participated in community outreach initiatives to promote early childhood education.
- Maintained records of student progress and program participation.
- Contributed to a 20% increase in enrollment through targeted marketing strategies.

CONTACT

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- San Francisco, CA

SKILLS

- Child Development
- Curriculum Planning
- Staff Training
- Parent Engagement
- Compliance Management
- Community Outreach

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN EARLY CHILDHOOD EDUCATION, UNIVERSITY OF FLORIDA

ACHIEVEMENTS

- Increased parent satisfaction ratings by 40% through enhanced communication strategies.
- Recognized as 'Employee of the Month' for outstanding program leadership.
- Achieved a 95% retention rate of students over two consecutive years.