

Jessica Brant

Early Childcare Education Center Administrator

Toledo, OH 43623

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419-205-3089

continue moving forward with my professional career and learn from coworkers.

- Work with YWCA ccr&r to create a highly rated center.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Administrator

Noah's Ark Child Development Center - Toledo, OH

August 2021 to Present

- Manage day-to-day operations
- establish and sustain a positive learning environment for children
- Oversee the coordination of education programs that comply with local and federal regulations,
- ensure that facility is maintained, manage and support a complement of childcare staff.
- Oversee the business management, finances and budgets of childcare facilities.
- Ensure the facility's staff meets state requirements for education and training.
- Conduct background investigations of childcare workers.
- Responsible for ensuring the facility is clean and maintained for the safety and health of the children.
- Parent meetings and family engagements
- scheduling staff training
- planning educational activities
- hiring and managing properly trained teachers,
- recruiting new children to the center
- Establishing well-defined policies and procedures.
- In charge of all aspects of running the childcare program and ultimately responsible for everything that takes place within the daycare center, and they act as the main communication hub between parents, teachers, and children.
- Center earned a ★★★★★ SUTQ rating

Lead School Age Teacher

Noah's Ark Child Development Center - Toledo, OH

June 2021 to August 2021

- prepare and implement age-appropriate classroom lessons in core subjects
- work to develop life skills and a love of learning in all their students.
- Instruct students on all subjects
- supervising kids before and after school and during recess and lunch breaks.
- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- Utilize developmentally appropriate practice and best practice methods at all times

- A positive role model for all care giving staff and children
- Be warm and nurturing with children
- Be customer service orientated and professional
- Provide excellent customer service
- Engage children in activities and play that stimulates their development
- Appropriately supervise children while keeping them safe at all times
- Assist children in the with homework complete
- Before and after school care during school year, calamity days and summer vacation.
- Creating individualized lesson plans incorporating a Christian theme as well as other learning.

Childcare Administrator & Director

Toledo First Childcare - Toledo, OH

August 2019 to June 2021

- Manage day-to-day operations
- establish and sustain a positive learning environment for children
- Oversee the coordination of education programs that comply with local and federal regulations,
- ensure that facility is maintained, manage and support a complement of childcare staff.
- Oversee the business management, finances and budgets of childcare facilities.
- Ensure the facility's staff meets state requirements for education and training.
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- Center earned a ☆☆☆☆ SUTQ rating

Childcare Director

Lighthouse Christian Learning Center - Toledo, OH

October 2018 to September 2019

- Manage day-to-day operations
- establish and sustain a positive learning environment for children
- Oversee the coordination of education programs that comply with local and federal regulations
- ensure that facility is maintained, manage and support a complement of childcare staff.

School Age Teacher

Lighthouse Christian Learning Center - Toledo, OH

August 2012 to October 2018

- prepare and implement age-appropriate classroom lessons in core subjects
- work to develop life skills and a love of learning in all their students.
- Instruct students on all subjects
- supervising kids before and after school and during recess and lunch breaks.

- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- Utilize developmentally appropriate practice and best practice methods at all times
- A positive role model for all care giving staff and children
- Be warm and nurturing with children
- Be customer service orientated and professional
- Provide excellent customer service
- Engage children in activities and play that stimulates their development
- Appropriately supervise children while keeping them safe at all times
- Assist children in the with homework complete
- Before and after school care during school year, calamity days and summer vacation.
- Creating individualized lesson plans incorporating a christian theme as well as other learning.

Front Desk

Lighthouse Christian Learning Center - Toledo, OH
March 2017 to August 2018

- Teach and monitor children when needed.
- Maintain center paperwork
- Supervise teachers,
- Approach and discuss situations with parents

Lead Toddler Teacher

Lighthouse Christian Learning Center - Toledo, OH
August 2015 to June 2016

- Designing and implementing curricula that cater to the basic and educational needs of toddlers.
- Training, supervising, and mentoring teachers to ensure that they perform well.
- Adhering to appropriate legal and educational guidelines to maintain toddlers' well-being.
- Conducting child assessments to gauge students' progress.
- Documenting and reporting on students' process.
- Establishing relationships with each family to ensure that their toddler's needs are met.
- Leading staff and parent meetings.
- Organizing and engaging in occasional team-building activities.

Note Taker/ Tutor

Lourdes University Trio Program Lourdes Univeristy
September 2011 to May 2013

Take notes for students who need someone to write notes for them in TRIO program and tutor student who may need help in certain classes

Preschool 3 Assistant Teacher

Lighthouse Christian Learning Center - Toledo, OH
February 2012 to August 2012

School Age Assistant Teacher

Lighthouse Christian Learning Center - Toledo, OH
February 2012 to August 2012

Security

Defiance College FWS - Defiance, OH

January 2011 to May 2011

Student Security

- Maintained daily log of activity within Defiance College
- Greeted vendors and visitors at arrival
- Monitors cameras and alarms

Education

Associate in Arts (AA) in Prekindergarten Education

Miami University-Hamilton - Ohio

January 2021 to Present

Some College in Psychology and Sociology

Lourdes University - Sylvania, OH

August 2011 to May 2013

Some College in Criminal Justice and Psychology

Defiance College - Defiance, OH

August 2010 to May 2011

High school diploma

Sylvania Northview High School - Sylvania, OH

August 2006 to June 2010

Skills

- EXCEL
- MICROSOFT OFFICE
- POWERPOINT
- CPR (10+ years)
- Early Childhood (9 years)
- Child Care (9 years)
- First Aid (9 years)
- Child Abuse Recognition (8 years)
- Communicable Disease Training (9 years)
- Sign Language (10+ years)
- Spanish (5 years)
- Childcare Provider
- Teacher Assistant
- Childcare
- Leadership Experience (4 years)
- Supervising Experience
- Experience with Children
- English

- Customer Service
- Toddler Care
- Classroom Management
- Babysitting
- Tutoring
- Mowing
- Mentoring
- Lawn Care
- Medical Terminology
- Organizational Skills
- Word Processing
- Teaching
- Curriculum Development
- Business Management (3 years)
- Typing
- Microsoft Excel

Certifications and Licenses

CDA

June 2016 to June 2019

CDA

June 2019 to June 2022

First Aid Certification

CPR Certification

Assessments

Knowledge of Early Childhood Development — Highly Proficient

December 2019

Measures a candidate's knowledge of the development of children ages 0-3 and of ways to foster that development.

Full results: [Highly Proficient](#)

First Aid — Proficient

December 2019

Treating common medical emergencies.

Full results: [Proficient](#)

Teaching Skills: Elementary Lesson Planning — Proficient

December 2019

Developing lesson plans for elementary-level classrooms that promote learning
Full results: [Proficient](#)

Verbal Communication — Proficient

December 2019

Speaking clearly, correctly, and concisely
Full results: [Proficient](#)

English Communication Skills: Typing — Proficient

December 2019

Transcribing text using a standard keyboard
Full results: [Proficient](#)

Cooking Skills: Basic Food Preparation — Proficient

December 2019

Preparing food, using cooking equipment, and converting ingredient measurements.
Full results: [Proficient](#)

Food Safety — Familiar

December 2019

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness.
Full results: [Familiar](#)

Medical Terminology — Familiar

December 2019

Understanding and using medical terminology
Full results: [Familiar](#)

Teaching Skills: Elementary Classroom Management — Familiar

July 2019

Promoting learning in an elementary school environment by maintaining classroom order.
Full results: [Familiar](#)

Building Relationships for Childcare Providers — Expert

January 2020

Building positive and productive relationships with families of children ages 0-3
Full results: [Expert](#)

Knowledge of Early Childhood Development — Highly Proficient

June 2020

Knowledge of the development of children ages 0-3 and of ways to foster that development
Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.