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| 1149 w. Primavera Way, West Jordan, UT 84084•(801)864-6865•areij30@gmail.com |
| Areli Jimenez |
| Objective |
| To obtain a position that will enable me to utilize my strong organizational skills, creativity, and education background |
| Professional Accomplishments |
| Lead Teacher2013-Present Granite School District Salt Lake City, UT* Provide explicit instruction in large and small groups daily
* Engages children with enthusiasm, variety, and novelty across the whole day
* Provides supervision in all activities and settings
* Ensures safe and organized classroom free of hazards
* Give specific, immediate, and frequent positive reinforcement (at least 4:1)
* Collaborates and shares responsibility with all team members
* Utilize district assessment procedures for students
* Build positive relationships with parents and staff
* Follow preschool professionalism policies

Pre-k Lead Teacher2007-2013 Caring for Kids Salt Lake City, UT* Prepare age appropriate curriculum with activities that stimulate growth in language, social, and motor skills
* Provide children with individual attention and maintain a safe and healthy environment through age appropriate practice
* Maintain ongoing communication with parents regarding children’s activities, behavior, and development
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| Nanny2006-2007 Salt Lake City, UT* Caregiver of children ranging from 4-10 years old
* Planned daily activities and served as a tutor for schoolwork
* Made sure house was clean, in order and ran smoothly
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| Secretary2005-2006 Jordan West Family Counseling West Jordan, UT* Outstanding organizational, scheduling and office administration skills
* Answered the telephone and represented the company in a professional and businesslike manner
* Entered new patient data, maintaining records and files
* Proficiency in handling various office equipment such as computers and copiers
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| Assistant Director/Teacher2004-2005 Aunt Lorrettas Day Care Murray, UT * Supervised teachers, cook, and volunteers
* Maintained facility in compliance for the state and licensing
* Organize meetings and trainings for teachers to ensure safety of all classrooms and to make them developmentally appropriate
* Created curriculum with activities that enhances children’s creativity and motor skills between the ages of newborn to 12 years old
* Communicate with parents by explaining school’s policies and admission procedures along with any issues relevant to individual child
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| Education |
| 200720072001 | Human Development and Family Studies with an Emphasis in Early Childhood EducationInternship at the University of Utah and Family Development CenterHillcrest High School Diploma | University of Utah, Salt Lake City, UTSalt Lake City, UTMidvale, UT |
| Languages |
| Fluent in Spanish and English as a second language |