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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 Teacher 2013-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 Teacher 2007-2013 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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| Nanny 2006-2007 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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| Secretary 2005-2006 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/Teacher 2004-2005 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 | | |
| 2007  2007  2001 | Human Development and Family Studies with an Emphasis in Early Childhood Education  Internship at the University of Utah and Family Development Center  Hillcrest High School Diploma | University of Utah,  Salt Lake City, UT  Salt Lake City, UT  Midvale, UT |
| Languages | | |
| Fluent in Spanish and English as a second language | | |