**Dandra A. Thomas**

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**Career Objective:**

Proper nurturing and grooming are essential for the growth of children and one can succeed in providing these by teaching and playful activities. With this thought, I would like to apply for the nursery school director position and set a high educational standard for “Tiny Steps” nursery.

**Summary of Skills:**

* Experience of working with children, teachers, staff, and parents
* Ability to lead, guide, assist, train, and evaluate staff regularly
* Skilled in developing and implementing nursery's budget
* Strong love and interest for nurturing and grooming children
* Experienced in facilitated learning and development activities
* Superior communication skills with abilities to manage time and solve problems

**Work Experience:**

Nursery Director

New Horizon Nursery, Garden City, NY

October 2014 - Present

* Maintaining organization of the nursery from purchasing supplies and equipment, keeping inventory, and overseeing hygiene in classrooms and surroundings
* Carrying out registration of children and families
* Hiring, training, and evaluating performance of teachers
* Complying with local and state's educational laws for children
* Checking and ensuring security for children and staff
* Providing best educational facilities to children

Nursery Director

Progressive Nursery, Garden City, NY

February 2012 - September 2014

* Provided strong leadership to teachers and other staff
* Provided high-quality learning experience to children
* Engaged in meetings with teachers, staff, and parents
* Planned and developed curriculum that supported mental and physical development in children
* Assisted teachers in the development of daily learning activities
* Monitored and managed financial progress of the nursery

**Education:**

* Bachelor's Degree in Early Childhood Education
ABC University, Garden City, NY
2012

**Reference:**

On request.