



# Josephine Quintero

Child Care Assistant

Child care professional with 6 years of experience in licensed early learning centers, managing classroom inventory budgets of up to \$871 per quarter while keeping spending within \$14 of each target. Skilled in Brightwheel documentation, nap and transition scheduling, and parent communication, holding a Child Development Associate Credential.

## Location

Sanford, NC

## Phone

(919) 555-0111

## Email

josephine.quintero@example.com

## Education

Central Carolina Community  
College, Sanford, NC  
2018 - 2020  
Associate of Applied Science Early  
Childhood Education

## Key Skills

- Brightwheel
- Classroom Inventory Management
- Nap and Transition Scheduling
- Health and Safety Program Policies
- Parent Communication
- Developmental Milestone Tracking
- Sanitizing Procedures
- Age-Appropriate Curriculum Support
- OCFS Licensing Requirements

## Professional Experience

Child Care Assistant, Meadow Glen Learning Center, Sanford, NC  
2023 - Present

- Compose and send daily reports to 19 families through Brightwheel, documenting meals, nap times, and developmental milestones before pickup each afternoon.
- Manage a quarterly classroom inventory budget of \$871, sourcing art supplies and educational materials while keeping spending within \$14 of the target each period.
- Coordinate nap and transition routines for a toddler room, reducing hallway wait times from 11 minutes to 4 minutes per transition.
- Sanitize play areas, tables, and shared materials twice daily following health and safety program policies.

Daycare Assistant, Cardinal Creek Children's Academy, Pittsboro, NC  
2021 - 2023

- Prepared and distributed daily reports for 14 families covering feeding schedules, diaper changes, and activity participation.
- Tracked and ordered classroom supplies within a \$640 annual budget, negotiating with 3 vendors to save \$83 per order cycle.
- Structured afternoon nap periods of 85 minutes for 12 preschoolers, maintaining consistent start and end times across 5 days per week.
- Led circle-time setup and teardown, arranging educational games and materials for age-appropriate learning stations.

Daycare Aide, Haw River Early Learning LLC, Siler City, NC  
2020 - 2021

- Assisted lead teachers with nap and transition management for groups of 10 toddlers, keeping each transition under 6 minutes.
- Inventoried and restocked classroom supplies weekly, logging purchases against a \$430 semester budget.
- Cleaned and sanitized cribs, high chairs, and play mats after each use, completing full room resets in 22 minutes.

## Certifications

- Child Development Associate Credential, Council for Professional Recognition, 2024