



Florence Xu

Assistant Teacher

Organized and safety-focused assistant teacher with 6 years of early childhood classroom experience and a Pediatric First Aid/CPR/AED certification from the American Red Cross. Reduced activity prep time from 29 minutes to 12 minutes per session by pre-sorting materials into labeled bins, and maintained a safety incident rate of 0.6 per month across a classroom of 22 toddlers through daily environment scans. Skilled in Brightwheel, curriculum implementation, classroom safety audits, and parent communication.

CONTACT INFORMATION

-  (419) 555-0125
-  florence.xu@example.com
-  Findlay, OH

KEY SKILLS

- Brightwheel
- Curriculum Implementation
- Classroom Safety Audits
- Assessment Tools
- Age-Appropriate Activity Planning
- Behavior Guidance Techniques
- Sanitizing Protocols
- Parent Communication
- OCFS Licensing Requirements

PROFESSIONAL EXPERIENCE

2023 - Present

Assistant Teacher | Blanchard River Early Learning Center, Findlay, OH

- Reduced activity prep time from 29 minutes to 12 minutes per session by pre-sorting educational games and materials into labeled bins the evening before each lesson.
- Maintained a safety incident rate of 0.6 per month across a classroom of 22 toddlers by conducting 3 environment scans per day and removing hazards before free-play periods.
- Implemented weekly curriculum plans independently for a pre-K room, setting up and rotating 4 learning stations each morning in under 18 minutes.
- Communicated developmental progress to parents during biweekly conferences, covering milestones tracked through assessment tools over 90-day observation windows.

2021 - 2023

Assistant Teacher | Maple Grove Children's Academy, Upper Sandusky, OH

- Improved safety compliance audit scores from 77 to 96 points out of 100 within 5 months by updating emergency exit signage and reorganizing storage areas to meet health and safety program policies.
- Cut afternoon craft-station prep time by 14 minutes per day by creating reusable supply kits for 6 recurring art projects.
- Documented and resolved an average of 2 safety hazards per week by recording findings on a paper checklist during morning and afternoon walkthroughs.
- Raised the classroom's safety compliance score from 79 to 97 points on a quarterly internal review by anchoring bookshelves and installing outlet covers in the toddler room.

2020 - 2021

Classroom Aide | Putnam County Little Learners LLC, Ottawa, OH

- Reduced safety incidents from 3 per month to 1 per month by repositioning furniture and securing shelving units in an infant-toddler room.
- Prepared sensory bins, paint trays, and story-time props for 5 daily activities, cutting setup time from 24 minutes to 11 minutes per activity.
- Assisted lead teacher with indoor and outdoor transitions, keeping groups of 14 children together and completing each transition within 4 minutes.

EDUCATION

Associate of Applied Science (AAS), Early Childhood Education Technology
Owens Community College, Toledo, OH | 2018 - 2020

CERTIFICATIONS

Pediatric First Aid/CPR/AED, American Red Cross, 2025

