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Margaret Anne Wake

Objective

Currently continuing to pursue a rewarding career within the field of ECE through offering a home based early learning program. Expanding on my current strengths while engaging in emerging opportunities for professional growth and career challenges through sharing my expertise with others through workshops, seminars and professional article submissions.

Education

2001- 2003 Conestoga College Kitchener, ON

Human Resources Management

- Successfully completed required courses for diploma and proceeded to write and pass both TEIR I and II of the Provincial standard exams towards certification.

1988- 1990 Conestoga College Kitchener, ON

Early Childhood Education

- Procured a full time position from co-operative placement where thrived for over 10 years.

Highlights of Strengths

- ✓ Proven *leadership* strategies. Motivate through example. Consistently make successful reliable decisions. Can delegate responsibilities as / if necessary.
- ✓ Extremely well *organized*. Efficient use of *time management* skills, able to *multi-task* and *prioritize goals*. Dedicated to giving 110%
- ✓ Highly *adaptable computer skills* with experience in a variety of software programs and systems. Including *payroll / accounting* software.
- ✓ Thrive in a *continual learning* environment. Willing and able to learn new tasks and accept new challenges as well as *facilitate workshops / meetings* with others. .
- ✓ Extensive experience in *training and development* as well as *recruitment and selection* in both single and multi-location settings.

Professional experience

2007 – present Added Advantage Home-based Early Learning Program London, ON

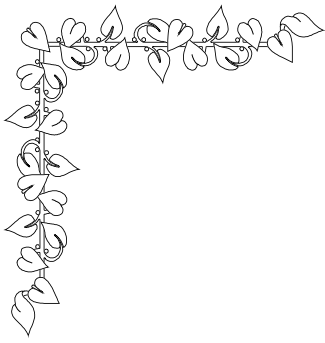
Early Childhood Educator – Owner / Operator

- Planning and implementing a well rounded, stimulating and nurturing environment within the emergent curriculum philosophy of the program for children of a mixed age group between 1 – 6 years of age.
- Working closely with families as a support to help ensure a positive head start.

2005-2007 London Bridge Childcare Centre London, ON

Early Childhood Educator – Team Leader / Mentor

- Leader, role model and mentor to my team on time management, organization, and professionalism with communication written and verbal as well as engaging in project work and setting the stage with the environment.
- Furthering understanding of emergent curriculum and constructivist learning theories through participating the Master Educator certificate program. Facilitated several workshops though Early Years centre on Emergent Curriculum and Project Approach.
- Sat on the Human Resource Advisory Panel, Joint Health and Safety Committee and the Mentoring program where I shared new ideas and supported positive change initiatives.
- Work with All Kids Belong organization, to successfully provide individual program plans for children in need.



2003-2005 Tender Loving Daycare Cambridge, ON

Supervisor – Human Resources and Administration

- Excelled at updating policies and procedures manual to be user friendly while ensuring compliance with all regulations and the Raising the Bar of Quality initiative.
- Developed Health & Safety program to meet OHS standards as well as requirements set out by the childcare industry.
- Initiated improvements in advertising and marketing to increase competitive edge and researched long range planning options for growth.
- Increased profits by bringing centre from 66% capacity to full enrollment. Accomplished this through customer service survey's to identify strengths and weaknesses and developed a continuous improvement plan.
- Introduced Employee Relation program to increase morale and intrinsic motivation. Initiated employee surveys and workshops to help identify where more support as well as training and development needed.

2002 – 2003 Conestoga College Kitchener, ON

Student

- Placed career on hold to actively pursue completion of CHRP. Worked a one -year contract on the night shift in a manufacturing environment.

2000 – 2002 Peek-a-boo Childcare Centre Kitchener, ON

Supervisor – Human Resources and Administration

- Achieved financial and business goals within six months of centre opening through focusing on quality customer service and training of our new team. Aided in long range planning through meeting and exceeding goals. Including second location expansion.
- Researched and created an innovative recruitment and selection strategy to build and amazing team with a reserve of high quality candidates for future positions.
- Project Leadership skills. Spear headed fundraising campaigns with clients and team to raise funds for outdoor playground equipment and toys in excess of \$5000.00 annually.

1990 - 2002 University of Waterloo Waterloo, ON

Early Childhood Educator – Cooperative Placement Supervisor

- Quickly progressed from new graduate to team leader and finally to being left supervisor in charge in absence of management. Accomplished this by developing excellent communication skills, positive leadership style, supportive team building practices and problem solving skills.
- Supervised cooperative education students throughout their placements. Provided positive learning environment through mentoring and setting SMART goals to ensure successfully trained by end of placement.
- Volunteered to assist with office and administration duties in area of customer relations and tours of facility, childcare subsidy administration, bookkeeping, fundraising, and writing the monthly newsletter.

Professional memberships

Human Resource Professional Association of Ontario

- Ensure up-to-date on all relevant HR issues and legislation through reading journals, papers, etc.

Association of Early Childhood Educators of Ontario

- Advocate for child's rights through lobbying for government improvements to childcare and other family services in our province. Attend conferences to ensure up to date on current practices and issues in the field. Currently under going Certification process.

References

Available upon request