

Jane Doe
Los Angeles, CA



QUALIFICATIONS

- 10+ years of Nanny Experience working with Newborns, Premies, Twins, Toddlers
- Postpartum Doula Certificate of Completion (DONA)
- Newborn Care Specialist Certificate of Completion (MBCN)
- Macrobiotic Cooking Certified / Organic Health Foods Preparation
- Fluent in English and French
- US Citizen. Canadian / US Passports. Travel-Ready
- Infant Massage / Lactation Training
- Certified Swimmer. Non-Smoker. Proof of Immunization
- Musically Trained (Guitar, Piano, Voice)
- Experience working with High-Profile Families
- Own CA DL and reliable car w/ insurance
- 24-Hr, Day or Night Shift for Newborn / Infant Care
- Stop the Silence Certification (Child Sexual Abuse Education, Prevention & Mitigation)
- First-Aid & CPR Certified

CHILDCARE EXPERIENCE

Gordon Family **Santa Monica, CA** **2017 – 2023**

Full-time Nanny, Personal Assistant, Age of Child Upon Hire: 2-Months

Provided full-time care for a sweet baby girl Monday through Friday. Responsible for her full baby care, from daily routine feeding/sleeping schedule, child soothing, diaper changing, daily activities, to supporting both parents in their new life by answering all their questions, showing them ways about everything in regards to their new baby at home. Always respecting good habits with the child towards creating a good environment for a calm, healthy and happy baby with a great disposition. Responsible for PA duties including answering phones, scheduling, planning & booking travel, and running errands.

Johnson Family **Los Angeles, CA** **2014- 2017**

Full-time Nanny, Ages of Children Upon Hire: 3 years and 1- year- old Twins

In the beginning of this employments, youngest children needed routines, scheduling, feeding, changing of diapers, bathing and reading/ language development; worked side by side with stay at home mom to ensure everything was done perfectly; Supervise and manage the activities of school-

aged children in a safe, healthy, organized and clean environment; Collaborate on a daily plan for the child with both parents and served as their liaison for the child's school-related issues; Schedule, manage and perform some of the daily household chores; mail and package intake; prepare snacks, breakfast, lunch, and dinner; Picking up and dropping of child at daily activities and appointments focusing on punctuality and discipline; Tutoring child using educator skills in areas where the child may be deficient, but also working with children to make more positive strides where she may already be excelling; Answering the phone in a professional manner and taking messages that are legible; following up with calls when necessary; Traveling with the family and extended family; staying with the children for extended periods of time without parental supervision.

Brown Family **Beverly Hills, CA** **2005- 2014**

Full-time Nanny/ Live-in Household Manager, Ages of Children Upon Hire: 10, 9-year-old Twins
Live-in Nanny/ Household Manager for high profile, single widow of four children. Oversaw all activities of children including academics, sports, volunteering, and personal matters including packing and traveling and health; Pet care of two small dogs; feeding, walks, medication, boarding; Kept inventory of household supplies and restocked daily as necessary; Prepped and served breakfast, lunch, and dinner to all members of the family; Managed household staff, contractors for a renovation, and other vendors involved in the running of a 6,000 square foot estate; Assisting with planning social and holiday events in the home; Maintained all vehicles in the home keeping up on service appointments, registration, and insurance; Kept flowers and shrubs in top notch condition by watering, flowering, and pruning when applicable.

Smith Family **Branford, CT** **2003 –2005**

Full-time Nanny, Ages of Children Upon Hire: 5, 4 and Newborn
Live-out nanny in charge of getting kids off to school in the early morning so that parents (doctors) could get to the hospital in timely manner; grocery shopping, cleaning the entire home, laundry, pet care, car care; volunteering in children's classroom, attending school events with children in place of parents, driving of the children to all their after school activities and becoming a part of their sports lives; spending time outdoors as this was a no-TV was allowed household. Responsible for full-time care of newborn: swaddling, bottle-feeding, diaper changing, naptime, tummy-time, burping, taking for walks, and more.

TEACHING EXPERIENCE

M.U.S.D/S.J.U.S.D **Milpitas, CA** **2009-2012**

Teacher/Teacher Aid

Taught at multiple schools in Milpitas and San Jose Unified School District, all elementary grade-levels; (Milpitas) focus of the class was to up the scores on CST and provide support for English Learners; (Evergreen) focus was helping pre-kinder students develop skills needed in Kindergarten through various interactive activities. (San Jose Community Center) focus was providing summer school support of various subject; in all classes, provided daily part-time instruction and childcare for 15-20 students; planned and implemented lessons, taught multiple subjects to students in both small and large groups; created and administered assessments based on student needs; planned curriculum with colleagues; communicated with parents via phone and in person; completed progress reports which were submitted to principle for review.

EDUCATION

University of Connecticut, Storrs, CT 1998 – 2002
B.S Human Development and Family Studies

Southern Connecticut State University, New Haven, CT 2002 – 2008
M.S. Education, Elementary Education K-6
CT Educator K-6 Certificate
Dean’s List

Postpartum Doula Training (DONA) Los Angeles, CA **2013**
Certificate of Completion

Newborn Care Specialist Training Los Angeles, CA **2012**
Certificates of Completion Level I-II

HOBBIES & INTERESTS

Reading, writing, yoga, hiking, cooking, travel, animals (dogs), environment, volunteering

REFERENCES

Provided upon request.

Filename: Resume Example.docx
Directory: /Users/lindsaythomason/Dropbox/Mac/Desktop/Social Media
Template: /Users/lindsaythomason/Library/Group
Containers/UBF8T346G9.Office/User
Content.localized/Templates.localized/Normal.dotm
Title:
Subject:
Author: Lindsay Aspell
Keywords:
Comments:
Creation Date: 10/25/23 12:23:00 PM
Change Number: 2
Last Saved On: 10/25/23 12:23:00 PM
Last Saved By: Lindsay Thomason
Total Editing Time: 0 Minutes
Last Printed On: 10/25/23 12:23:00 PM
As of Last Complete Printing
Number of Pages: 3
Number of Words: 928 (approx.)
Number of Characters: 5,293 (approx.)