





# JAZMIN SMITH

## EARLY CHILDHOOD EDUCATOR

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### CONTACT

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### EDUCATION

#### Old Dominion University

Major: Early Childhood Education  
Minor: Business Administration  
GPA: 3.28  
2021- 2025

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### RELEVANT COURSES

PreK-12 Instructional Technology  
  
Socio-Cultural Perspectives in Education  
  
Foundation and Introduction to Assessment of Education

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### SKILLS

Conflict Resolution  
Time Management  
Teamwork  
Organization

Lesson Preparation and Planning

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### LEADERSHIP & INVOLVEMENT

Member| National Society of Collegiate Scholars | January 2022- Present

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### PROFILE

To obtain a position as an early childhood education teacher in a dynamic and inclusive learning environment, where my passion for teaching young children, strong communication and organizational skills can be utilized to create a positive and stimulating learning experience for all students. I am dedicated to fostering a safe and supportive classroom culture, utilizing effective teaching strategies, and collaborating with colleagues and families to ensure the academic and social success of each child.

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### WORK EXPERIENCE

#### Office Assistant

Old Dominion University's Welcome Center      October 2021- Present

- Responded to inquiries and provided customer service to clients and visitors in a courteous and professional manner.
- Assisted with office inventory and supply management, ordering and restocking supplies as needed.
- Assisted with mailing process for incoming and interested students
- Assist with attachment of high school and college transcripts, as well as additional credentials needed for completion of application.
- Working Freshman and Transfer incomplete reports within the Salesforce System

#### Youth Leader

Marion Barry Youth Leadership Institute      June - August 2020

- Attended workshops and activities to develop leadership skills, including public speaking, conflict resolution, and team-building.
- Collaborated with program staff and guest speakers to create engaging and impactful learning experiences.
- Planned and executed community service projects to encourage youth engagement and social responsibility.
- Collaborated with other youth leaders and community partners to identify and address the needs and interests of the youth population.

#### Daycare Teacher's Assistant

Petit Scholars      June - August 2019

- Assisted lead teacher in the supervision and care of children aged 6 weeks to 5 years in a daycare setting.
  - Engaged children in educational and play activities, promoting social and emotional development.
  - Maintained a clean, safe, and healthy environment for children, ensuring compliance with health and safety regulations.
  - Assisted with daily tasks such as preparing meals, changing diapers, and putting children down for naps.
  - Communicated regularly with parents regarding their child's progress and behavior.
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