



## **Laura Peitz**

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### **Summary**

Dedicated and compassionate early childhood educator transitioning into health administration, bringing over 3 years of experience in managing classrooms and school sites, coordinating with families, and maintaining detailed student records. Skilled in communication, organization, and problem-solving with a strong foundation in administrative tasks and compliance. Passionate about supporting community wellness and improving healthcare operations through a people-centered approach.

### **Experience**

November 2024 - PRESENT

#### **Family Centered Services of Alaska, Fairbanks AK - *Associate Teacher/ Team Lead***

- Maintain an environment that encourages the children's participation, leading activities, and providing a variety of age appropriate learning and social experiences.
- Prepare and implement weekly lesson plans through self developed curriculums.
- Conform to all State regulations concerning licensing, following D. E. C. regulations, fire and safety procedures, maintaining a healthy and safe environment.
- Maintain accurate records on the children's attendance, emergency contact and medication administration information, behavioral concerns, growth, and development.
- Mentor staff members as they join the classroom team, provide team members with the tools necessary for confidence and success as a teacher and child care provider.

January 2024 - October 2024

#### **Learning Care Group, Virginia Beach, VA - *Classroom Lead***

- Prepare and implement weekly lesson plans through provided curriculums.
- Maintain accurate records on the children's attendance, emergency contact and medication administration information, behavioral concerns, growth, and development.
- Facilitate and maintain a physically, socially, and an emotionally safe environment, fostering developmental growth.

- Conform to all State regulations concerning licensing, fire and safety procedures, maintaining a healthy and safe environment.

April 2023 - January 2024

### **YMCA of The Virginia Peninsulas, Smithfield VA - Assistant Site Director**

- Conform to all State regulations concerning licensing, conduct regular fire and safety procedures, maintaining a healthy and safe environment.
- Maintain accurate records on the children's attendance, emergency contact and medication administration information, behavioral concerns, growth, and development.
- Maintain program enrollment records for assigned school sites.
- Provide onboarding staff members with the knowledge and resources necessary to facilitate a safe, welcoming environment.
- Conduct biweekly team meetings and staff training events to reflect on staff performance, improve workflow, and sustain consistent communication with staff.

## **Education**

September 2021 - April 2025

**Old Dominion University, Norfolk Virginia - Bachelor of Health Science, Healthcare Administration/Management, Minors in Business Management and Psychology**

## **Training and Certifications**

Certified to perform Basic Life Support, First Aid for both children and adults, Medication Administration (M.A.T.), and AED training.

## **Awards**

Awarded as a dean's list student for four semesters throughout my education at Old Dominion University. Recognised for successful classroom management, as well as the expansion of higher education in the field of Early Childhood Development through the Child Development Associates Certification courses through PennState University.