**[Virtual Assistant Child Care](https://www.postjobfree.com/resume/ad1ejx/virtual-assistant-child-bridgeport-ct)**

**Location:**Bridgeport, CT

**Posted:**November 23, 2023

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**Resume:**

Chelsea Dixon

michelledixon100@gmail.com (203) 685-6373 Linkedin

Summary

Current student with 3 years of experience in administrative and child care services. Particularly interested in entrepreneurship and learning how to scale a business. Dependable, reliable and ready to learn and grow with your company. Work Experience

Nords Keyboard Group, Remote Virtual Assistant 2/2023- 5/2023

● Primary buyer of office supplies across 12 locations

● Organized weekly staff meetings and logged minutes for corporate records

● Coordinated travel arrangements by booking airfare, hotel, and ground transportation

● Supported company leaders by managing budgets, scheduling appointments, and organizing itineraries Disability Resource Network, Bridgeport, CT Admin Assistant 1/2019 - 9/2022

● Provided emotional support to adult clients between 20 - 30 years old with cerebral palsy, muscular dystrophy and other daily function debilitating disabilities.

● Answered phones, took messages, and relayed information to appropriate parties

● Organized, managed and disposed of documents while ensuring confidential information remained private Skane School, Fairfield, CT Child Care Intern (Teaching Assistant) 9/2018 - 1/2019

● Oversaw a class of 15 children providing educational and behavioral support

● Helped facilitate a healthy learning environment by being present during lesson times and available to answer questions Orange Community Center, Bridgeport, CT Stocker Intern 3/2017 - 4/2019

● Replenished perishable items and marked out expired items upon removal from shelves

● Unloaded incoming deliveries and verified products received against BOLs and packing lists

● Checked shelf labels for each item for pricing accuracy

● Merchandised aisles with promotional signage and manufacturer coupons

● Communicated with vendors and delivery drivers to facilitate warehouse operations

● Stocked shelves during store hours, maintaining clean and presentable work areas to reduce hazards Gateway Community College, Bridgeport, CT Daycare Assistant 4/2017 - 5/2019

● Ran a daycare at Gateway community college where students would drop off their children while attending class

● Created developmentally appropriate lesson plans around colors, shapes, numbers, etc

● Read to children and taught them simple painting, drawing, handicrafts, and songs

● Regulated children's rest periods

● Communicated with children's parents and guardians about daily activities, behaviors, and related issues

● Supported children's emotional and social development, encouraging understanding of others and positive self-concepts Extracurricular Activities

Chorus Singer 2012 - 2016

Technical Experience

MS Word, MS Powerpoint, Adobe Photoshop

Education

Penn Foster College, Scranton, PA, A.A. Early Childhood Ed. (4.0) 9/2018 - Present Central High School, Bridgeport, CT 2016

Certifications

Child Care Professional Cert., Mental Health Adult Aid Training, Child and Baby First Aid/CPR/AED, Youth Mental Health First Aid Training