

Maci Cummings

Childcare Assistant

📞 (309) 555-2846

✉️ maci.cummings@example.com

🌐 linkedin.com/example/macicummings

📍 Normal, IL 61761

STRENGTHS

- 👤 **Child Supervision**
During practicum scenarios, careful attendance and transition checks helped keep group movement orderly and children accounted for.
- 📖 **Tutoring Support**
When explanations missed the mark, adjusted reading and math activities until children could participate with confidence.
- ♥️ **Safe Routines**
Snack setup, sanitation, cleanup, and documented needs received steady attention, making daily routines calmer for everyone.
- 🗣️ **Positive Communication**
Used age appropriate language and positive redirection during simulations, helping children rejoin activities without added tension.
- ✅ **Following Direction**
Instructor feedback shaped each activity revision, showing reliable follow through and growing independence within established procedures.

SKILLS

Child supervision

After school programming

Tutoring support

Lesson implementation

Learning centers

Child development

Enrichment activities Recreation

Snack routines Safe transitions

Attendance procedures

Age appropriate communication

Activity documentation Teamwork

Following instructions

SUMMARY

Early career childcare candidate with supervised practicum, lab, volunteer, and academic experience supporting **children ages 5 through 14** in structured learning and enrichment settings. Practiced tutoring, lesson implementation, learning centers, cultural activities, recreation, snack routines, attendance, transitions, and child supervision under teacher direction. Coursework in human development and family science strengthened judgment around age appropriate communication, positive redirection, safety, documentation, and children experiencing family disruption. Experience includes working with children, adults, instructors, and peers while following procedures and completing assigned tasks with appropriate independence. Holds a valid unrestricted **Illinois driver's license** and current Adult and Pediatric First Aid, CPR, and AED certification. Prepared to complete **Illinois Department of Children and Family Services** background checks, medical clearance, and required training while supporting safe, meaningful **after school** programming.

EDUCATION

Bachelor's Degree in Human Development and Family Science

Illinois State University 🎓 GPA: 0 📅 2027 📍 Normal, Illinois

Coursework: Child development, family systems, educational psychology, youth program planning

TECHNICAL SKILLS

- **Childcare Programming:** Tutoring, lesson plans, learning centers
- **Youth Enrichment:** Cultural activities, social activities, recreation
- **Child Safety:** Supervision, attendance checks, safe transitions
- **Meal Support:** Snack routines, meal service, sanitation
- **Transportation Safety:** Student transport, authorized handoffs, arrival procedures
- **Child Communication:** Positive redirection, parent communication, age appropriate language
- **Documentation:** Observation templates, completion notes, activity evaluations
- **Development Studies:** Child development, family systems, trauma informed care
- **Emergency Care:** First Aid, CPR, AED
- **Employment Compliance:** DCFS background check, medical clearance, required training

EXPERIENCE

After School Childcare Practicum

University Project 📅 January 2026 - September 2026 📍 Normal, Illinois

Completed supervised practicum supporting **after school** tutoring, **enrichment**, recreation, snack routines, transitions, and safe child supervision. Followed instructor direction while practicing appropriate independence, documentation, and communication with children and adults.

- Implemented approved literacy and math **tutoring activities**, adjusting explanations for observed learning needs.
- Organized **learning centers** with reading, creative projects, cooperative games, and **recreation** for groups of children.
- Practiced arrival, dismissal, attendance, and transition procedures through instructor evaluated safety scenarios.
- Prepared snack routines with sanitation, orderly distribution, cleanup, and awareness of participant needs.
- Presented **lesson plans**, observation notes, activity evaluations, and supervision reflections in a final portfolio.

Child Development Observation Lab

Student Lab 📅 August 2025 - December 2025 📍 Normal, Illinois

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- After School Childcare Practicum at University Project (8 Months)
- Child Development Observation Lab at Student Lab (4 Months)
- Youth Enrichment Program Design at Course Project (4 Months)

Conducted supervised observations connecting child development concepts with practical decisions about communication, activities, environmental safety, and escalation. Documented findings clearly for instructor review and classroom presentations.

- Recorded communication, peer interaction, attention, and instructional responses using structured observation templates.
- Designed **enrichment** activities with objectives, materials, implementation steps, and evaluation questions for instructor review.
- Practiced positive redirection during simulations involving transitions, group activities, and routine conflicts.
- Evaluated supervision coverage and environmental safety in classroom scenarios requiring teacher escalation.
- Summarized observation findings in reports and presentations using clear professional communication.

Youth Enrichment Program Design

Course Project 📅 January 2025 - May 2025 📍 Normal, Illinois

Created a supervised program proposal integrating tutoring, cultural learning, recreation, social development, snacks, transportation safety, and structured transitions for **children ages 5 through 14**.

- Developed **lesson plans** with learning goals, timing, materials, adaptations, and engagement evaluation methods.
- Built weekly schedules balancing homework support, **learning centers, snacks**, movement, and recreation.
- Researched trauma informed communication concepts for children experiencing family disruption and related stress.
- Completed transportation safety exercises covering attendance checks, authorized handoffs, communication, and concern escalation.
- Presented a revised operating plan after incorporating feedback from classmates and faculty.

PROJECTS

Child Safe Program Portfolio 📅 September 2026

Compiled lesson plans, observation notes, activity evaluations, snack procedures, and supervision reflections into an instructor reviewed childcare portfolio.

Family Disruption Support Study 📅 May 2025

Researched child centered communication and transportation safety practices for a proposed enrichment program serving children referred through child welfare services.

LEADERSHIP & AWARDS

- Dean's List, 2025, recognized consistent academic performance in human development coursework.
- Community Engagement Scholarship, 2026, awarded for service focused participation and commitment to youth support.
- Outstanding Practicum Portfolio Recognition, 2026, honored clear planning and thoughtful child supervision reflections.

CERTIFICATIONS

- American Red Cross Adult and Pediatric First Aid, CPR, AED 📅 2026
- Everyday Parenting: The ABCs of Child Rearing, Coursera 📅 2025
- Valid Unrestricted Illinois Driver's License 📅 2026

PROFESSIONAL AFFILIATIONS

- Campus Volunteer, After School Reading Partners, 2025 - Present, supports youth reading activities and positive engagement.
- Peer Mentor, First Year Student Success Program, 2026 - Present, guides students through campus routines and academic resources.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST