

Meera Curtis

On Call Substitute, Head Start and Early Head Start

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📍 Salem, OR 97302

STRENGTHS

- 🕒 **Routine support**
Followed teacher established schedules during practicum, helping children move calmly through centers, meals, rest, and transitions.
- ♥ **Positive guidance**
Used calm redirection during peer conflicts and shared play, then reflected on results with instructor feedback.
- ✂ **Activity preparation**
Prepared varied literacy, sensory, art, and movement materials, keeping classroom sessions welcoming and ready.
- ♥ **Safe operations**
Sanitized shared materials and organized learning areas before sessions, helping staff maintain consistent daily safety.
- 🗣 **Family communication**
Shared pickup information accurately and welcomed families, with bilingual English and Spanish communication supporting trust.

SKILLS

Child guidance Curriculum support

Activity preparation

Classroom routines

Child observation Food safety

Site sanitation Meal service

Oral communication

Written communication

English and Spanish

Preschool support

Family communication

Material organization

Transition support

SUMMARY

Early childhood education candidate with supervised practicum, academic, and community experience supporting preschool routines, **planned curriculum**, **age appropriate activities**, positive child guidance, sanitation, and meal service. Classroom practice includes following teacher direction, preparing literacy, sensory, art, and fine motor materials, supporting transitions, documenting observations, and maintaining safe learning spaces. Coursework introduced CACFP aligned food handling, handwashing, surface sanitation, meal setup, and cleanup procedures. Clear oral and written communication supports dependable classroom coverage and accurate information sharing with staff and families. English and Spanish bilingual communication supports welcoming interactions across varied communities. Current preparation includes **Oregon Central Background Registry** enrollment, DELC required early learning training, **Infant and Child First Aid** and CPR, and Oregon Food Handler Card requirements.

EDUCATION

Associate of Applied Science in Early Childhood Education

Chemeketa Community College 🎓 GPA: 3.8 📅 2026 📍 Salem, OR

Coursework: Child development, curriculum planning, positive guidance, health and safety

TECHNICAL SKILLS

- **Early Childhood Practice:** Preschool routines, child guidance, developmentally appropriate practice
- **Curriculum Activities:** Literacy activities, sensory activities, art activities
- **Movement and Learning:** Movement activities, early numeracy, social emotional learning
- **Classroom Operations:** Arrival routines, learning centers, rest routines
- **Meal Service:** Meal setup, snack service, meal cleanup
- **Food Safety:** CACFP practices, handwashing, portioning
- **Sanitation:** Surface sanitation, material cleaning, site upkeep
- **Observation and Records:** Child observation, reflective logs, documentation
- **Communication:** Oral directions, written directions, family communication
- **Safety Credentials:** First Aid, CPR, Food Handler Card
- **Oregon Requirements:** Central Background Registry, DELC training, health appraisal

EXPERIENCE

Early Childhood Practicum, Preschool Classroom Support

Early Learning Practicum 📅 January 2026 - May 2026 📍 Salem, OR

Completed supervised classroom practice for preschool groups, supporting daily routines, curriculum activities, **child guidance**, observation, sanitation, and meal service.

- Supported **preschool** routines for groups of 18 children across arrival, centers, meals, rest, and transitions.
- Prepared literacy, sensory, art, and fine motor materials aligned with weekly curriculum objectives.
- Used **positive guidance** during transitions and peer conflicts, then documented observations for instructor review.
- Checked activity areas, sanitized shared **materials**, and organized equipment before and after supervised sessions.
- Supported snack routines through handwashing, **surface sanitation**, portioning, and cleanup practices from **CACFP** coursework.
- Completed reflective logs on engagement and communication, applying instructor feedback during later classroom practice.

Youth Program Volunteer, Child Enrichment

Community Child Enrichment Program 📅 June 2025 - August 2025 📍 Salem, OR

LANGUAGES

English	Native
Spanish	Proficient

MY CAREER



- Early Childhood Practicum, Preschool Classroom Support at Early Learning Practicum (4 Months)
- Youth Program Volunteer, Child Enrichment at Community Child Enrichment Program (2 Months)
- Activity Coordinator, Early Childhood Peer Study Group at Chemeketa Community College (8 Months)

Supported supervised enrichment sessions for **young children**, preparing activities, welcoming families, following lead staff direction, and maintaining clean snack and play areas.

- Set up activity stations and greeted families before supervised enrichment sessions began each program day.
- Read picture books and led simple art and movement activities with clear transition cues.
- Used calm redirection and positive reinforcement to support safe participation during shared play.
- Prepared replacement materials for recurring sessions, helping staff begin activities without setup delays.
- Cleaned tables, play materials, and snack areas before and after child use.
- Communicated schedule changes and pickup information accurately while protecting family privacy.

Activity Coordinator, Early Childhood Peer Study Group

Chemeketa Community College 📅 September 2025 - May 2026 📍 Salem, OR

Coordinated peer learning activities focused on early childhood curriculum, positive guidance, classroom organization, family communication, and safe learning environments.

- Organized peer sessions covering preschool routines, activity preparation, observation, sanitation, and **positive guidance**.
- Shared curriculum planning tools that helped classmates connect activities with developmental learning objectives.
- Facilitated practice scenarios focused on calm redirection, transition cues, and respectful child communication.
- Maintained shared materials and schedules so study group sessions started with clear preparation.
- Collected peer feedback and adjusted activity explanations for clearer pacing and practical classroom use.

PROJECTS

Child Development Curriculum Project 📅 2025

Created a four week preschool unit linking language, movement, social emotional learning, and early numeracy. Built activity plans, supply checklists, transition cues, adaptations, observation templates, sanitation procedures, and family communication samples.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026
- Early Childhood Education Student Achievement Recognition, 2026

CERTIFICATIONS

- Infant and Child First Aid and CPR 📅 2026
- Oregon Food Handler Card 📅 2026
- Oregon Central Background Registry Enrollment 📅 2026
- DELC Required Early Learning Training 📅 2026

PROFESSIONAL AFFILIATIONS

- Early Childhood Education Peer Study Group, Activity Coordinator, 2025 to 2026
- Campus Family Resource Volunteer, 2025 to 2026

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST