

10350 SW 30 STREET
MIAMI, FL. 33165
786-250-8210 IMENENDEZ09@YAHOO.COM

INES MENENDEZ

OBJECTIVE

To obtain a position in a professional setting that will provide me the opportunity to expand my knowledge and skills.

SUMMARY OF QUALIFICATIONS

A highly talented teacher with years of experience in both the classroom and administrative position. Always providing a safe, stimulating environment for young children. Capable of conducting individual and group activities to encourage learning and develop all domains in a child. Proficient in maintaining appropriate records of attendance, activities and teachers documentations. Proven ability for offering individualized support, ensuring that all students' unique needs and goals are met. Competent to be punctual, dependable, and trustworthy. Ability to display a cheerful, relaxed, respectful, and pleasing personality when working with others, regardless of the situation. Bilingual in language and translations of documents.

WORK EXPERIENCE

6/30/2012–11/02/2016
Children's Director

Central Miami Church Children's Department

Miami, Florida

- Knowledge of child development theory and practice
- Profound knowledge of appropriate and safe child activities
- Create and enforce child-based hands-on curriculum to promote student interest and receptive learning
- Interpret and implement multiple program standards and policies
- Develop and implement staff-related programs, policies, events and management
- Planning, supervising and delegating work to subordinate staff
- Curriculum Specialist and Coordinator for ages birth through 5th grade
- Active participation and organization of special events
- Clear public speaking skills
- Volunteer Recruitment and management
- Collaborated with parents and staff to ensure that children's needs were effectively met, and that parents had confidence in the program.
- Managed the development of an effective treatment team.
- Used creative methods to market events in the school system
- Developed and implemented interesting and interactive learning mediums to increase student understanding of preschool materials.
- Performed student reviews to develop tailored lessons based on student needs.
- Advised and collaborated with directors and other teachers.

8/01/2012 – 9/3/2015
Secretary

PrimeHealth Physicians

Miami, Florida

- Exceptionally discreet and able to keep confidential information that is private and personal in nature.
- Remarkable ability to compose routine letters, spell correctly, and use proper punctuation and grammar.
- Pleasant and courteous telephone manner; file efficiently and operate various kinds of office machinery used on the job.
- Possess uncommon judgment, emotional stability, and the ability to take care of emergencies.

8/10/2011 - 6/10/2012
Lead Teacher

Gladeview Christian School K1-8th

Miami, Florida

- Head teacher in a toddler 2 classroom
- Responsible for the safety of all children, lesson planning according to standards of a highly recognized curriculum
- Responsible for the development of cognitive, physical, social-emotional, and language abilities; established proactive relationships with families and children;
- Coordinated play, music and dance recitals
- Sound ability and willingness to work with children and to administer 1st aid on an emergency basis if needed.

8/10/2010 - 2/25/2011
Teacher

Kiddie Kampus Learning Center

Miami, Florida

- Assisted as morning director
- Performed clerical duties and maintained tuition records
- Provided information to guests and acted as mediator to parents
- “Floated” and substituted when needed throughout the center in the infants through 4 year old classrooms
- Able to be flexible and work well with others.
- Profound ability to work in harmony with the Head Teacher while supporting his/her decisions and not short-circuiting his/her right to make the decisions

10/11/2007 - 7/20/2010
Assistant Teacher

Kids Learning Center

Miami, Florida

- Assistant teacher in a toddler 2 classroom
- Responsible for the safety of all children
- Responsible for the development of cognitive, physical, social-emotional, and language abilities
- Communicated with parents in a friendly and open manner
- “Floated” in classrooms of all ages.

02/17/2005 - 04/1/2007
Legal Secretary

Lee L. Hinnant Law Office

Miami, Florida

- Performed client services and secretarial duties
- Typed 35 WPM
- Microsoft Word, Excel applications
- Handled legal documents; answered phone calls and took messages
- Provided translation services including document translations; maintained files
- Public Notary

EDUCATION

01/2017- Present
Florida International University
-Bachelor's Early Childhood Education

01/2012 – 01/2014
Miami Dade Community College
-AA in Early Childhood Education
-Director's Credential

06/2008 - 01/2009
Robert Morgan Vocational School
-FCCPC Early Childhood Education

2003-2004
Homestead Job Corps
-High School Diploma

REFERENCES

Yolanda Barroto
Miami Dade College
Child Care Center Director and Professor
305-237-1733
yborrot1@mdc.edu

Jody Male
PrimeHealth Physicians
Manager
305-598-7716

Luis Couvertier
Gladeview Private School
Principal
305-551-6143