

# TAMMY HUMPHREY

Phone: (403)464-9247

## SKILLS

- Hardworking, Honest, reliable
- Enjoy working with a team and require minimal supervision
- Excellent customer service and interpersonal skills
- Highly organized and good attention to details

## WORK EXPERIENCE

**Little Kids Day Home (Calgary, AB)**

2012-2016

**Job Title:** Day Home owner

**Job Description:**

- Provide a safe and nurturing environment for the children
- Establish child routines and offer constructive guidance.
- Ensure kids are supervised at all times.
- Prepare and serve nutritious meals and snacks.
- Manage activities, games, and toys used during the care time.
- Ensure kids' room is clean, well maintained and secure at all times.
- Provide opportunities for sleep and rest time.
- Provide daily schedules of activities.
- Develop numerical activities that establish math and literacy concepts
- Provide the emergency solution or call for help in case of an emergency.
- Keep parents informed regarding child's development.

**Richmond Childcare (Calgary, AB)**

2011-2012

**Job title:** Day care Assistant

**Job Description:**

- Providing care for children, such as setting schedules and routines, grooming, feeding, changing diapers, and cleaning rooms and toys.
- Developing and encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
- Maintaining a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.
- Helping children discover new interests by introducing them to art, music, sports, and other potential hobbies.

- Ensuring children are learning positive behaviors and providing guidance or approved discipline, as needed.

**Care-A-Lot Childcare (Three Hills, AB)**

2004- 2008

**Job Title:** Childcare Assistant

**Job description:**

- Provide complete infant care
- Dropped off and picked up children from school
- Provided relief coverage for toddlers and pre-school children
- Planned fun and dynamic activities for children

**City of Calgary, City Links Program**

2002-2003

**Job title:** Outreach Housekeeper

**Job description:**

- Caregiver for senior citizens and persons with disabilities
- Provided excellent customer service and awarded worker of the month in 2002
- Performed general housekeeping duties

**EDUCATION**

- **Northern Alberta Institute of Technology (NAIT)** 2003  
Personal Care Assistant Certificate
- **Bow Valley College** -Level 1 Childcare Assistant Certificate 1996