

## **Bertha McHatten**

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### **OBJECTIVE:**

To obtain an employment position where my skills and abilities are used to their fullest potential in a position as an Associate or Assistant teacher. I plan to utilize my student teaching experience and skills to promote each individual child's learning in a positive and safe way. Additionally, to plan and implement age appropriate learning experiences for each child based on their individual needs and interest.

### **QUALIFICATIONS:**

I have a unique background in both the private and public sectors. My experience includes over twenty years in customer service, clerical, and financial record keeping. In addition, I have over two years of experience in the role of a supervisor of a staff of eight employees. As a supervisor I developed and managed budgets, I hired and evaluated employees and I over saw all customer relations. Recently I had the opportunity to work as a student teacher in early child development. My experience includes working with infants and preschool aged children. I effectively attended to each child's needs through nurture and nature. I engaged with parents in discussing their child's experience and development. I work well with supervisors and co-workers as a team member. I have passion and desire to work with young children. I am driven to make a difference in a child's life by creating a healthy learning environment and developing age appropriate curriculum.

### **EMPLOYMENT:**

#### **11/13 - 2/14: Student Teacher, Columbia College Child Care Center Sonora, CA**

Infant and preschool student teacher responsible for planning and implementing developmentally appropriate activities, observing and assessing children, parent-teacher conferences, completion of DRDP's, meal preparation, following appropriate health and safety practices, miscellaneous office duties.

#### **3/07 - 10/11: Utility Billing Supervisor, City of Madera, Madera, CA**

From 2007 through 2009 worked as Accounting Technician III until promotion to Supervisor in 2009. Supervised eight employees under the utility division within the finance department. Developed and managed budgets, hired and evaluated employees and over saw all customer relations.

#### **10/06 - 3/07: Office Assistant Typing, Valley State Prison for Women, Chowchilla, CA**

Responded to staff personnel and the public at front counter answering inquiries related to employment, benefits, and job vacancies. Maintained and filed personnel files and documents and performed live scan and background checks.

#### **3/00 - 10/06: Accounting Technician II/III City of Madera, Madera, CA**

Provided lead direction to lower level accounting technician staff. Monitored scheduling of staff and provided lead supervision of customer service. Directly oversaw monthly invoicing and reconciliation of utility billing.

**5/94 - 3/00: Bank Teller/Service Representative II Madera, CA,/Vacaville, CA**

Held positions as Bank Teller and Service Representative at Valliwide Bank, Travis Federal credit Union and California Federal Bank. Developed and maintained all customer service account relationships with deposits, withdrawals, and check cashing. Interpreted all bank policies, procedures, and regulations to customers.

**EDUCATION: Columbia College, Sonora, CA**

Working toward an Associate's Degree in Early Child Development  
expected completion December 2015.

33 units currently completed in Child Development

**SKILLS:**

- Skilled at developing age appropriate curriculum
- Ability to perform DRDP's (Desired Results Development Profile)
- Knowledge of completing ITERS (Infant/Toddler Environment Rating Scale)
- Knowledge and ability to practice the 5 teaching standards by the NAEYC (National Association for the Education of Young Children)
- Adept at observing and assessing children infant to preschool age
- Familiar with requirements of Title 22 - Child Care Center Licensing Policies & Procedures
- Strong communication abilities and customer service skills
- Effective at managing, training and developing staff (and peers)
- Following written/oral instructions accurately
- Ability to work with and motivate staff to perform as a unified team
- Proficient with Microsoft Office including: Word, Excel, PowerPoint, Office Publisher and Outlook

**CERTIFICATIONS/CLEARANCES:**

- Associate Child Development Teacher
- CPR/First Aid
- TB negative
- Fingerprint clearance on file