

Victoria Douglas

Instructional Assistant, Transitional Kindergarten

📞 (916) 555-4187

✉️ victoria.douglas@example.com

🌐 linkedin.com/example/victoriadouglas

📍 Sacramento, CA 95818

STRENGTHS

- 👥 **Small Group Support**
During practicum centers, guided children through literacy and counting tasks, then adjusted prompts when participation slowed.
- ♥️ **Positive Redirection**
Used calm reminders and positive reinforcement during transitions, helping children return to activities with dignity and focus.
- 👁️ **Student Observation**
Recorded social behavior and participation notes after classroom activities, giving teachers useful details for follow up.
- ♥️ **Safe Student Care**
Supported meals, handwashing, cleanup, and outdoor play with steady attention to routines, sanitation, and student comfort.
- 📚 **Learning Materials**
Prepared manipulatives, visual aids, displays, and digital activities, keeping classroom resources ready for smooth instruction.

SKILLS

Early Childhood Education

Transitional Kindergarten support

Positive classroom management

Small group instruction

Literacy reinforcement

Mathematics reinforcement

Student observation

Active supervision Lesson support

Recordkeeping Confidentiality

First aid CPR PPE Sanitation

SUMMARY

Early career instructional assistant candidate with supervised practicum experience supporting **children ages 3 to 5** in early learning settings. Completed **early childhood education** coursework focused on development, literacy, language, mathematics, social behavior, and **self help skills**. Practiced small group instruction, lesson support, student observation, **positive classroom management**, active supervision, instructional technology, recordkeeping, sanitation, and family communication under teacher direction. Created welcoming learning areas with manipulatives, visual materials, and developmentally appropriate activities. Supported snack, handwashing, cleanup, transitions, and safe play routines with calm, respectful guidance. Current First Aid and CPR training supports safe response practices, PPE use, confidentiality, and sanitary classroom operations. Ready to contribute dependable documentation, patient communication, and thoughtful support for individual student needs.

EDUCATION

Associate of Arts in Early Childhood Education

Sacramento City College 🎓 GPA: 3.8 📅 2026 📍 Sacramento, CA

Coursework: Early childhood development, literacy instruction, mathematics instruction, positive classroom management

TECHNICAL SKILLS

- **Early Childhood Education:** Child development, ages 3 to 5, self help skills
- **Instructional Support:** Lesson plans, small group instruction, individual reinforcement
- **Literacy and Language:** Reading activities, language activities, picture prompts
- **Mathematics Instruction:** Counting activities, patterns, manipulatives
- **Classroom Management:** Positive reinforcement, redirection, social development
- **Student Supervision:** Classroom supervision, playground supervision, transition supervision
- **Student Care:** Snack routines, handwashing, toileting support
- **Records and Reporting:** Attendance records, progress records, observation logs
- **Instructional Technology:** Digital activities, keyboarding, document preparation
- **Health and Safety:** First Aid, CPR, AED
- **Sanitation and PPE:** PPE use, sanitary areas, infection prevention
- **Communication:** Family communication, teacher communication, confidentiality

EXPERIENCE

Transitional Kindergarten Instructional Practicum

University Project 📅 January 2026 - May 2026 📍 Sacramento, CA

Completed supervised practicum work in a preschool classroom, supporting teacher led instruction, routines, observation, materials, **student care**, and safe participation across indoor and outdoor settings.

- Reinforced literacy, counting, pattern, and **language** activities through small group practice and individual guidance.
- Recorded student observations during centers, then shared **social behavior** notes during teacher discussions.
- Prepared **manipulatives**, visual materials, digital activities, and learning displays aligned with lesson objectives.
- Supervised classroom, **playground**, meal, and transition routines using safety and confidentiality procedures.
- Supported handwashing, snack, cleanup, and age appropriate self help routines in sanitary areas.
- Presented practicum findings on developmental needs, **classroom management**, and instructional adaptations to faculty.

LANGUAGES



MY CAREER



- Transitional Kindergarten Instructional Practicum at University Project (4 Months)
- Early Childhood Curriculum Project Assistant at Course Project (3 Months)

Early Childhood Curriculum Project Assistant

Course Project 📅 September 2025 - December 2025 📍 Sacramento, CA

Supported a supervised **curriculum** project that developed play based activities, instructional materials, observation records, and safe routines for **children ages 3 to 5**.

- Designed play based literacy and **mathematics** activities using picture prompts, counting manipulatives, and movement.
- Created lesson support materials with objectives, setup directions, differentiation ideas, and observation notes.
- Tested simulated teaching activities, then refined pacing and directions using instructor feedback.
- Built observation **logs** tracking engagement, task completion, social interaction, and emerging self help behaviors.
- Demonstrated sanitation procedures for shared materials and safe **transitions** between activity areas.
- Presented how **positive reinforcement** and predictable routines supported developmentally appropriate classroom choices.

PROJECTS

Play Based Early Learning Activity Sequence 📅 2025

Created a supervised sequence of literacy and mathematics activities for children ages 3 to 5, connecting picture prompts, counting manipulatives, movement, observation notes, and safe transitions.

Classroom Observation and Support Toolkit 📅 2026

Prepared practical templates for student observation, material organization, sanitation checks, self help routines, and teacher discussions about participation and developmental needs.

LEADERSHIP & AWARDS

- Dean’s List, Sacramento City College, 2025
- Early Childhood Education Student Achievement Recognition, 2026
- Peer Activity Facilitator recognition, Early Learning Study Group, 2026

CERTIFICATIONS

- Adult and Pediatric First Aid 📅 2026
- Adult and Pediatric CPR and AED 📅 2026

PROFESSIONAL AFFILIATIONS

- Early Learning Study Group, Peer Activity Facilitator, 2025 to 2026
- Campus Family Literacy Volunteer, Sacramento City College, 2025 to 2026

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST