

John W. Smith  
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### **Career Summary**

Four years experience in early childhood development with a diverse background in the care of special needs children and adults.

### **Adult Care Experience**

- Determined work placement for 150 special needs adult clients.
- Maintained client databases and records.
- Coordinated client contact with local health care professionals on a monthly basis.
- Managed 25 volunteer workers.

### **Childcare Experience**

- Coordinated service assignments for 20 part-time counselors and 100 client families.
- Oversaw daily activity and outing planning for 100 clients.
- Assisted families of special needs clients with researching financial assistance and healthcare.
- Assisted teachers with managing daily classroom activities.
- Oversaw daily and special student activities.
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### **Employment History**

1999-2002 Counseling Supervisor, The Wesley Center, Little Rock, Arkansas.

1997-1999 Client Specialist, Rainbow Special Care Center, Little Rock, Arkansas

1996-1997 Teacher's Assistant, Cowell Elementary, Conway, Arkansas

### **Education:**

University of Arkansas at Little Rock

- BS in Early Childhood Development (1999)
- BA in Elementary Education (1998)
- GPA (4.0 Scale): Early Childhood Development - 3.8, Elementary Education - 3.5, Overall 3.4.
- Dean's List, Chancellor's List