

Georgenia C. Toussaint

Lesley University
Undergrad
Education and concentration in Art Therapy

Cambridge MA, September 2018- Present

Bunker Hill Community College
Early Childhood Education

Charlestown MA, May 2018

Empire Beauty School of Cosmetology
Licensed Hairstylist

Boston MA, September 2011

Education:
Kaplan Career Institute
Dental Assistant

Boston Ma, August 2010

WORK EXPERIENCE

Elizabeth Peabody House
Teacher

Somerville MA September 2019- Present

- Providing a safe environment for children ages 3-5yrs
- Following the CDC and EEC Covid-19 protocols
- Responsible for 10 children
- Preparing morning and afternoon snacks
- Setting-up age appropriate activities and games
- Ensuring headcounts and attendance
- Addressing and answering concerns of parents about their child
- Daily emails to the parents about their child's day
- Cleaning, disinfecting, and sanitizing toys and classroom
- Switching out each child's individual labeled kits weekly

Pre-K2 Teacher
Arlington Infant Toddler Center

Arlington, Ma August 2018- September 2020

- Responsible for 22 Pre-schoolers
- Ensured headcounts and attendance
- Addressed and answer concerns of parents about their child
- Provided a secure safe environment for all the children
- Prepared breakfast, lunch and snack
- Set-up emergent curriculum
- Set-up age appropriate activities and games
- Planned and hosted Parent night
- Fun with Art coordinator and director

Staff Member
Baby University

Cambridge, MA January 2017- April 2018

- Provided a safe environment for toddlers
- Responsible for 10- 14 toddlers
- Prepared breakfast and snacks
- Set-up age appropriate activities and games
- Ensured headcounts and attendance

- Addressed and answered concerns of parents about their child
- Secured safety and care of children and changed diapers

**Internship
Peabody School**

Cambridge, MA October 2017- March 2018

I assisted the lead teacher and staff interacting and planning age appropriate curriculums, with children from ages 4-5 years of age. I also wrote papers in reference, to the experiences I shared playing and planning hands-on activities with the children, supporting their growth and developmental needs.

**Site Director
KinderCare Lower Eliot Innovation School**

Boston, MA August 2016- November 2017

- Responsible for 30-40 pre- kindergarten students
- Responsible for overseeing program operations
- Accountable for site teacher's and working collaboratively with them to manage the after-school program
- Consistently ensuring headcounts and attendance are being done
- Implemented age appropriate curriculums and activities to achieve curriculum standard goals
- Provided a safe environment for students
- Implemented behavior management and strategies
- Addressed and answered concerns of staff, school staff and parents
- Administration work, filing important documents, emailing personal emails to parents, supervisors and school principal for meetings and program planning and scheduling
- Ensured all medication sealed and out of reach of children, medical documents and allergy list were filled out and filed on site
- Created and distributed family newsletters to highlight upcoming events and activities and schedule changes
- Promoted after-school program using advertisement materials
- Ordered food for after-school program
- Assured all re-enrollments from auto dis-enroll list were addressed
- Billed for drop-ins and late pick-ups
- Attended once a month professional development training
- Provided progress and incident reports to head coordinator and parents
- One-on-one meetings with parents to discuss their child's progress and development and concerns
- Evaluated student's performances individually

**Site Teacher
Benjamin Banneker Public Charter School
Afterschool BEE Program**

Cambridge, MA - October 2012- 2016

- Responsible for 30 to 40 students from pre-kindergarten to sixth grade in after-school program.
- Worked collaboratively with coworkers and other staff members to manage after- school program
- Planned and implemented age appropriate curriculums
- Developed a solid relationship with students, parents and guardians
- Provided a safe environment for students
- Implemented daily curriculum and activities based on theme of the month
- Implemented behavior management and strategies
- Consistent with taking daily attendance of students
- Prepared lunch, and snacks for students
- Chaperoned and supervised students on field trips to the library, zoo, bowling, Einstein workshop
- Helped students with homework
- Evaluated student's performances individually
- Provided progress and incident reports to head coordinator and parents
- Attend weekly staff meetings, professional development training and workshops
- Covered teacher's classrooms when they had professional day, as well recess and lunch
- Maintained cleanliness and organization of classroom and supplies

- Participated in dismissal

CERTIFICATES

- National Food Service Management
- Completed Webinar Course in Playing, Learning, and Growing Overview of Early Childhood Education
- Certificate of Allergen Awareness Training
- Certificate for completing the Middlesex District Attorney's/Middlesex Children's Advocacy Center's 51A
- Mandated Reporter Training: Recognizing & Reporting Child Abuse, Neglect, and Exploitation October
- Certificate of Achievement ServSafe Food Handler Employee Food Safety Online Course and Exam
- Certificate in Early Childhood & Care (EEC)
- American Red Cross CPR, First Aid, AED Certified

VOLUNTEER ACTIVITIES

Member of Young Professional Network of the Urban League of Eastern Massachusetts
(YPN-ULEM) Volunteer Boston, MA March 2010 – present

- Participated in community outreach initiative to donate blankets and feed the homeless
- Provide volunteer services for various organizations such as Rosie's Place, Red Cross and Toys for Tots
- Volunteered for food pantries, art workshops and fundraisers

SKILLS

- Nanny
- Artist
- Licensed Hairstylist
-

ADDITIONAL INFORMATION

- Computer Skills: Proficient in Microsoft Office

Language

- English
- French Creole