

Krystal Singh

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EDUCATION

CSU Sacramento, Sacramento, CA — B.A. *Child Adolescent Development*

Sacramento City College, Sacramento, CA — A.A. *Child and Adolescent Development*

EXPERIENCE

Children's Home Society of California, Woodland, CA — Program Specialist

February 2024 - Present

Request, monitor, and review eligibility and need documentation for families to ensure compliance with program requirements.

Maintained a caseload of 120 clients and current client files with all required documents and data in agency records and electronic databases

Manage and complete required reports, meeting deadlines to stay within contract compliance.

Provide technical assistance and resources to families and child care providers to support their needs.

WCIC/ Playmate Head Start Programs, Sacramento, CA — Head Start Teacher

October 2022 - January 2024

Develop and implement curriculum that reflect mandated elements and components, parental and cultural influences, and promote the social, emotional, physical and cognitive development of Head Start children.

Responsible for education and health requirements of children in assigned classrooms, including all required screenings.

Assess children, document behavior and evaluate results to share with the parents.

E2 Church, Elk Grove, CA — Social Media Manager

September 2021 - Present

Develop, implement, and manage social media strategies to align with business goals.

Stay up-to-date with the latest social media best practices, technologies, and algorithm changes to keep the company's social presence cutting-edge.

Collaborate with marketing, sales, and product development teams to ensure brand consistency and leverage social media for product launches, promotions, and events.

PERMITS

Site Supervisor Permit

SKILLS

Team leader

Organized

Confident and articulate

Attention to detail

Excellent written and verbal communications skills

Planning and managing workloads

Skillful with Microsoft Office suite

Acres of Learning, Elk Grove, CA — *Pre-Kindergarten Teacher*

March 2022 - October 2022

Observed and evaluated student's performance, behavior, social development and physical health.

Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student centered learning.

Enhanced student learning by optimizing a wide range of instructional approaches.

Scribbles Family Child Care, Sacramento, CA — *Child Care Assistant*

September 2020 - March 2022

Monitor and supervise children at all times to ensure their safety.

Assist in planning and implementing age-appropriate educational and recreational activities, such as arts and crafts, storytelling, games, and outdoor play.

Communicate effectively with parents/guardians about their child's daily activities, progress, and any concerns.