

Erin T. Shih

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EDUCATION

Carlsbad High H.S.Diploma 2014-2018
Palomar College AA Degree 2018-2022
Mira Costa: Affordable Housing Management Certificate 2022

- Training in tenant applications, eligibility, compliance, and housing processes

California State University San Marcos BA/BS Degree 2023-2024

EXPERIENCE

Umai Sushi

Server/Cashier/Busser Jul. 2011- Aug. 2013

- Delivered customer support and handled documentation/processes
- Trained new employees and supported team efficiency
- Maintaining health and hygiene guidelines for restaurants and staff

Legoland Hotel & Castle

Retail Associate/Lead/Receptionist Jun. 2015- Sep.2017

- Managed client interactions and resolved concerns in a fast-paced environment
- Coordinated guest support, including check-ins and special requests
- Trained new staff and supported team operations

Ann's Tutoring Services (Seasonal)

Tutoring/Teacher Aide Jun.2015-Aug.2018

- Assessed student needs and created individualized learning plans
- Tracked academic progress and maintained organized student records
- Communicated progress updates and recommendations to families

Palomar Education Lab Center

Teacher Aide/Associate Teacher

Aug. 2018–Feb.2019

- Documented developmental progress and maintained confidential child records
- Communicated regularly with parents regarding the child's progress and concerns
- Assisted in scheduling and coordinating parent-teacher conferences
- Supported implementation of individualized learning and behavioral strategies
- Maintained organized filing systems for student records and health documentation

MAAC Center Eureka

Program Aide/Lead Teacher/Counselor

Feb. 2019 – Aug.2025

- Conduct ongoing observations and assessments to evaluate children's developmental and behavioral needs
- Maintain detailed case documentation, including daily reports and annual evaluations
- Coordinate home visits and family meetings to support client needs and strengthen family engagement
- Develop individualized support plans and guide families on child development and behavior management
- Collaborate with staff and families to ensure continuity of care and appropriate interventions
- Manage classroom resources and ensure a safe, structured environment for children

Kindercare

Lead Teacher

Aug. 2025–Present

- Monitor and assess the developmental progress of children, documenting observations and maintaining detailed case records (DRDP assessments)
- Coordinate with families to discuss child development, behavioral concerns, and individualized goals
- Develop and implement individualized plans to support children's social, emotional, and educational needs
- Maintain accurate documentation and ensure compliance with program standards
- Schedule and conduct parent meetings to review progress and provide support resources

References

Natalie Jones

Relationship: Teacher

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Ernesto Gonzalez

Relationship: Teacher

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Emily Manzo

Relationship: Teacher

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