

Sydney L. Dixon
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A graduate of Immaculata University, a detailed oriented, highly motivated, process oriented, high integrity, can-do work attitude and team member with experience in Criminology, at Risk Youth and Suicide Prevention. Proven success in interviewing, preparing detailed reports, administrative management, Criminology, Operations, Administration, Accounting, Customer/Client service, Planning, developing, and implementing appropriate programs for preschool and school age programs. Ability to work independently and in a team environment to handle sensitive and confidential situations.

—At a Glance—


- Criminology, Suicide Prevention, structured observation management (SOM), trend analysis and correlation. Administrative and operational support, interpersonal skills

Company and Address:	Job Title	Dates Employed:
Georgetown Hill Early School	Lead Teacher	June 2021 to Present
The Goddard School	Teachers Assistant	December 2019 to June 2021
AlignStaffing	Teacher Assistant	June 2019 to November 2019
Montgomery County Department of Recreation Rockville, MD	Recreation Assistant II and assist with Program Planning and Attendance	June 2017 through August 2018
Immaculata University Immaculata, PA	Library/Administrative Assistant	September 2016 to May 2019
Clear IMPACT/Results Leadership Group Rockville, MD	Operations and Administrative Assistant	June 2016 to August 2016
Manor Country Club Golf Shop Rockville, MD	Customer/Client Service, Golf Club Operations	June 2015 to August 2015
Horizon Day Care Silver Spring, MD	Childcare Aid	June 2013 to August 2014

Professional Experience

Georgetown Hill Early School – Lead Teacher

- Closely monitor students’ participation, progress, and compliance during their enrollment in the appropriate school age programs

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- Responsible for performing duties related to planning, developing, and implementing age-appropriate preschool programs to include cognitive and recreational activities such as crafts, games, creative movement, and music to aid in developing motor skills, self-esteem, and social interaction in a warm, caring, and safe environment
 - Interact with parents daily to address concerns relating to the program and their children.
 - Prepared and reviewed detailed lesson plans, maintained accurate records, and submitted paperwork on time
 - Implement curriculum in a way that is consistent with the unique needs of each child and in accordance with our corporate mission, goals and objectives
 - Partner and communicate with parents, with a shared desire to provide the best care and education for their children
 - Support the center's success; partner with center staff and leadership to achieve mutual goals and objectives
 - Build relationships with families and coworkers and create a dynamic environment where teamwork and learning happen

The Goddard School – Teacher Assistant


- Closely monitor students' participation, progress and compliance during their enrollment in the appropriate school age programs
- Responsible for performing duties related to planning, developing and implementing age appropriate preschool and school age programs to include cognitive and recreational activities such as crafts, games, creative movement, and music to aid in developing motor skills, self-esteem and social interaction in a warm, caring and safe environment
- Interact with parents daily in order to address concerns relating to the program and their children.
- Prepared and reviewed detailed lesson plans, maintained accurate records and submitted paperwork on time
- Implement curriculum in a way that is consistent with the unique needs of each child
- Partner and communicate with parents, with a shared desire to provide the best care and education for their children
- Support the center's success; partner with center staff and leadership to achieve mutual goals and objectives
- Build relationships with families and coworkers and create a dynamic environment where teamwork and learning happen

AlignStaffing – Teacher Assistant

- Interact with parents daily in order to address concerns relating to the program and their children.
- Prepared and reviewed lesson plans, maintained accurate records and submitted paperwork on time
- Implement curriculum in a way that is consistent with the unique needs of each child and at each center location
- Attend and participate in team meetings to discuss various center related issues and solutions
- Partner and communicate with parents, with a shared desire to provide the best care and education for their children
- Support the center's success; partner with center staff and leadership to achieve mutual goals and objectives

Montgomery County Department of Recreation – Recreation Assistant II and assist with Program Planning and Attendance, Camp Counselor

- Ensure that the program remain in compliance with state licensing regulations, in order to provide a safe and nurturing environment for children.
- Supervised aide(s) or volunteer(s) assisting with program
- Managed a group up to 30 participants
- Coordinated details of program to ensure a smooth operation of daily activities according to licensing regulations

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- Prepared and reviewed detailed lesson plans, maintained accurate records and submitted paperwork on time.
 - Provided supervision for participants at all times during hours of program.
 - Notified center Director of any situations involving an accident or emergency, facility problems, or any problems involving participants, staff, or parents.
 - Promoted positive public relations and image for Montgomery County Recreation through appearance, communication, punctuality, etc.

Immaculata University – *Library Administrative assistant*

Clear IMPACT/Results Leadership Group- *Operations and Administrative Assistant*

Manor Country Club Golf Shop – *Customer/Client Service, Golf Club Operations*

Horizon Day Care – *Childcare aid*

Education:

BA, Criminology, Immaculata University, May 2019

Technical:

Microsoft Excel, Word, PowerPoint, Outlook, Internet Explorer; WebEx, HP Virtual Meeting, SharePoint

Selected Achievements:

- Immaculata University, 2.81 GPA
- President of Student Government Association
- President of IOTA Gamma XI Sorority
- VP of Finance, Greek Council at Immaculata University
- Outstanding Montgomery County Teen court Juror
- QPR Suicide Prevention Gatekeeper Program
- Advanced Certificate of Merit Child Development
- Montgomery County Recreation Department- Recognized for Outstanding Individual Achievement