

# JUANITA PHILLIPS-BELL

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## SUMMARY

Dedicated Professional ECEA Educator and team leader offering 20 years of success in the early child care learning environments. Continuum thinker with problem solving, decision making, and conflict resolution concepts. Offers proven ability to build effective learning strategies through a play base learning curriculum. Committed to identifying and encouraging opportunities for development growth. Maintain currency on trends in field to keep program's modernized and interesting. Experienced in building positive relationships with child, families, teachers and community members. Cultural diversity partnership. People-person with excellent organizational, communication, and collaboration skills. Certified in early child education and first aid.

## SKILLS

- Respect
- Passion
- Supervision
- Planning and coordination
- Problem, decision, conflict resolution
- Relationship development
- Trust
- Team building and management
- Communications
- Flexibility
- Reevaluate, redefine, evolve
- Operational improvement
- Business operations
- Government programs, benefits and incentive support
- Continuous learning and workshops
- Patience

## EXPERIENCE

09/2008 to Current

### Early Childhood Educator Assist & Facility Manager

**Linda's After School Care - Linda Watson: Owner/Operator** — Courtenay, BC

- Together with collaboration with children, families, community members, and educators provide play base learning through knowledge, understanding, encouragement, and creatively, along with enhancing the programs curriculum and environment settings is the key to successful outcomes of learning!
- Build strong relationships.
- Established indoor and outdoor safe play environments for children.
- Organized and led activities to promote social, emotional, communication, language, literacy, cognitive, physical development.

03/2006 to 12/2009

### Beklens Restaurant

**Juanita Phillips-Bell: Owner/Operator** — Victoria, BC

- Hostess, server, bartender, payroll administrator, advertising manager.
- Communicated well and used strong interpersonal skills to establish positive relationships with guests and employees.

09/2007 to 09/2008

### Kid Shack - Clothing for Kids and Tweens

**Sale Assistant** — Courtenay, BC

- Recognized by management for providing exceptional customer service

when face to face and through phone conversations with customers.

- Monitored children's clothing, shoes, accessories product availability in store, on shelves and in orders to accurately update manager.

**03/2005 to 08/2007**

**Kiwi Kids Home Day Care**

**Juanita Phillips-Bell: Owner/Operator** — Victoria, BC

- Play base learning, experiences, curriculum, learning outcomes, relationship building, professional development and administration.
- Taught children foundational skills such as colors, shapes, numbers and letters.
- Enhanced sensory abilities by giving children access to numerous textures and shapes.
- Engaged in art and creativity.
- Communicated with children's parents and guardians about daily activities, behaviours and problems.
- Controlled administrative, operational, financial and logistical areas of home base facility.

**05/1997 to 03/2005**

**Best Western Carlton Plaza Hotel**

**John Clisby** — Victoria, BC

- Front Desk Manager, Executive House Keeping Manager, Assistant Manager to the General Hotel Manager.

**04/1997 to 03/1999**

**Live in Nanny**

**Liana Tinker** — Victoria, BC

- Regulated infant's schedules to balance rest, learning and play.
- Helped with bathing, dressing, teeth brushing and diapering to promote healthy personal hygiene and good oral health.
- Maintained child-friendly environment with engaging activities, safe spaces and access to educational materials and games.

**12/1990 to 01/1997**

**Dental Surgery Assistant**

**Lachlan McLean** — Timaru, New Zealand

- Educated patients on treatment procedures and post-procedure home care.
- Laid out dental instruments and equipment before procedures.
- Provided dental materials for dentist by selecting, mixing and placing materials on instruments
- Supported dentist chairside with procedures and advanced surgical procedures
- Sanitized equipment, cleaned treatment rooms and restocked supplies after each patient's treatment to maintain cleanliness and prepare for next patient.
- Produced opposing models, study casts and impressions to provide dentists with information on relationship between teeth, gums and dental arches.
- Created bitewing, panoramic and periapical X-ray images for dentist to review.
- Coordinated and managed patient care with efficiency and professionalism by scheduling appointments, educating patients and positive environment to optimize patient comfort, safety and satisfaction.

01/1986 to 01/1991

**Child Caregiver**

**Marianne O'Rourke** — Timaru, New Zealand

- Organized and planned age-appropriate lessons involving reading, crafts, music and movement.

**EDUCATION, TRAINING, & CERTIFICATIONS**

07/2020

Emergency First Aid - Community Care

**St. John Ambulance** — Courtney, Bc

01/2019

Early Children Care Assistant

**North Island College** — Comox Valley Campus, BC

05/2018

Facility Manager

**Island Health - Community Care** — Courtney, Bc

05/2014

Early Children Care Assistant

**North Island College** — Comox Valley And Campbell River Campus, BC

01/1991

Dental Surgery Assistant

**New Zealand Dental Association** — Timaru, New Zealand

12/1990

**High School Diploma**

**Timaru Girls High School** — Timaru, New Zealand

**ACTIVITIES AND HOBBIES**

Camping

Trial Walking

Cooking - Baking

Card Making

Music

Gardening

**COUNTRIES I HAVE TRAVELLED TO**

Australia

Canada

England

France

Germany

Italy

New Zealand

Switzerland

United States of American