

Sharon Murdock

Denver, CO 80210

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Current Role:**Founder & Montessori Guide**

The Toddler House

A Montessori Learning Community

thetoddlerhouse.org

Previous Experience:**Montessori Guide & Team Lead** -11 years experience

- Midtown Montessori Academy, Denver CO 2018-2021
- Cornerstone Montessori School, Golden CO 2012-2018
- Montessori of Macon, Macon GA 2009-2012

Primary Responsibilities:

- Manage, maintain and adapt the classroom and outdoor environment to ensure a safe and age appropriate learning and play environment.
- Create and maintain a daily schedule and curriculum that supports each child's cognitive, emotional, social, and physical growth and development.
- Train and educate staff members in appropriate classroom management through in-service training, personal instruction and daily mentoring.
- Maintain consistent communication with parents through daily interactions, written updates and parent education.
- Foster healthy classroom relationships between adults and children.
- Correctly maintain classroom documents and make regular contributions to newsletters.
- Prepare and present portfolio reviews and parent-teacher conferences
- Participate in monthly staff meetings and twice yearly staff planning retreats.

Owner/Operator- Parent & Child Education

Montessori Beginnings (Self-employed) 2013-2018

Facilitator/Owner- Parent/Child Education Series - 5 years experience*Primary Responsibilities:*

- Develop curriculum for each 10 week session

- Advertise Education Series and Manage Registration Process
- Set-up and Manage the Classroom Environment
- Facilitate weekly 90 minute classes with infants and toddlers and their parents
- Provide parent coaching and facilitate a parent support group

Owner/Operator- Photography Services & Portrait Studio - 10 years experience

Sharon Michele Photography (Self-employed) 2000-2010

Primary Responsibilities:

- Managed daily operations of a photography studio including scheduling, invoicing, database management and sales
- Provided customized portrait sessions and photography services to a wide range of clients
- Designed and implemented marketing in print and online
- Facilitated on-site high-volume portraiture at events

Training Center Coordinator - 5 years experience

Electric Cooperative Training Center 1997-2002

Primary Responsibilities:

- Managed the administrative and operational activities and annual budget
- Coordinated the scheduling of all meetings and trainings
- Managed the maintenance of the 10,000 square foot facility including supervising maintenance personnel
- Responded quickly and appropriately to address issues
- Provided exceptional customer service to all clients
- Maintained training records and managed training database

Skills, Education and Certifications:

Early Childhood Professional Credential 2.0 - Level 3
 American Montessori Society Infant & Toddler Certification
 Bachelors of Fine Arts, Savannah College of Art & Design

First Aid & CPR Certification
 Typing speed of 50wpm
 Proficient in Microsoft Office, Photoshop and other software

References: On request