

# Donna Tobin

Myrtle Beach, SC 29579

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## Professional Summary

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With 22 years of dedicated experience in early childhood education, I have built my career on compassion, consistency, and a deep love for helping children grow. After moving to Myrtle Beach, South Carolina six years ago with my two children, Aiden and my 15-year-old daughter, I continued my passion in childcare and have since grown into the role of Assistant Director at a daycare facility.

Throughout my career, I've gained hands-on experience in every area of childcare—from nurturing infants to supporting preschool development, guiding families, and leading staff. I am known for my strong work ethic, my ability to create a warm and safe environment, and my commitment to building trusting relationships with children, parents, and teachers. As an Assistant Director, I take pride in supporting my team, maintaining high standards, and ensuring every child feels valued and cared for.

My journey reflects dedication, growth, and a genuine love for the work I do. Childcare isn't just a job for me—it's a calling, and I strive every day to make a positive impact on the lives of families and educators around me.

Authorized to work in the US for any employer

## Work Experience

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### **Lead Teacher/Director**

Connect Kids-Myrtle Beach, SC

May 2025 to Present

- Developed and implemented engaging lesson plans that catered to the diverse learning needs of students
- Led a team of XX teachers in delivering high-quality instruction and maintaining a positive classroom environment
- Utilized various teaching strategies, such as differentiated instruction and project-based learning, to enhance student engagement and comprehension
- Collaborated with colleagues to develop curriculum materials aligned with state standards and school objectives
- Designed creative hands-on activities that encouraged critical thinking skills

### **Assistant Director at daycare**

Connect Kids-Myrtle Beach, SC

May 2025 to Present

I am an Assistant Director with over 22 years of childcare experience, dedicated to creating a safe, nurturing, and supportive environment for children, families, and staff. I work closely with teachers, guide daily operations, and help maintain high-quality care and communication. My goal is to support my team, build strong relationships, and ensure every child feels loved, encouraged, and valued.

### **Lead teacher/Lead afterschool teacher**

Carolina Forest Child Development & Learning Center-Myrtle Beach, SC

November 2022 to Present

- Designed and developed curriculum materials for various educational programs, ensuring alignment with learning objectives and standards
- Utilized instructional design principles to create effective lesson plans, activities, assessments, and multimedia resources
- Implemented innovative teaching strategies and techniques to enhance student engagement and promote active learning
- Collaborated with subject matter experts to gather content information and create engaging instructional materials
- Collaborated with teachers or instructors to provide guidance on implementing the curriculum effectively in the classroom setting
- In the four years that I was at the daycare, I was the one in charge of training all of the newer staff. I was also in charge of the 4K program.

### **Hostess**

Riptydz-Myrtle Beach, SC  
April 2022 to Present

Hostess for our ocean front and roof top bar..

### **Retail Sales Associate**

Hard Rock cafe-Myrtle Beach, SC  
June 2021 to Present

Retail sales associate and also cross trained as hostess and clean team

### **Teacher Assistant**

Oxford Children's Academy-Myrtle Beach, SC  
January 2019 to Present

Lead teacher with the 2 year olds. As I also help in other classrooms when needed. For the few months I was there ai was the only one who did the training for new staff

### **Waitress**

Village at waterman lake-Greenville, RI  
August 2003 to October 2009

Was a waitress supervisor at an assisted living we served breakfast lynch and dinner. As well as going outings eith the residents bas well

### **Medical Assistant**

OBGYN Associates-Providence, RI  
June 2006 to October 2008

Worked at an obgyn as a medical assistant in Rhode island for couple of years doing all aspects in the ob part and and also learned a lot on the gynecologist part as well

## Education

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### **High school diploma**

## Skills

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- Call center
- Organizational skills

- Commercial cleaning
- Senior care
- Cash register
- Data entry
- Special Needs
- Lesson planning
- Sales
- EMR systems
- Experience with Children
- Leadership
- Time management
- Teaching
- Proofreading
- Custodial experience
- Customer service
- Computer skills
- Working with people with autism
- Working with people with developmental disabilities
- Warehouse experience
- Microsoft Excel
- Microsoft Outlook
- Cash handling
- Office experience
- Cleaning
- Classroom experience
- Microsoft Office
- Basic math
- Front desk
- Preschool experience
- Typing
- Kitchen experience
- Toddler Care
- Early childhood education
- First aid
- Childcare
- Serving
- Daycare
- Early Childhood Education
- Childhood development
- Computer literacy

- Residential cleaning
- Office management
- Phone etiquette
- Communication skills
- Nutrition
- Ob/Gyn
- Restaurant experience
- Hotel experience

## Languages

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- English - Expert

## Certifications and Licenses

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### **Teaching Certification**

June 2023 to June 2030

ECD-101

### **CPR Certification**

November 2023 to November 2026

### **Childcare Certification**

### **Infant & Toddler Certification**

### **Substitute Teaching Certification**

### **Food Handler Certification**

### **First Aid Certification**

### **SIDS Certification**

### **Certified Medical Assistant**