Marisela Quintanilla-Roe

Preschool Assistant, CDA Credential

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SUMMARY

Preschool assistant with 5 years in a center-based program and a Head Start classroom, supporting lead teachers with groups of 16 to 20 children aged 3 to 5. Holds a CDA credential and current pediatric CPR and first aid. Runs small-group literacy and fine motor activities, keeps daily notes for families, and handles transitions calmly.

EXPERIENCE

Preschool Assistant — Back Cove Children's Center

Portland, ME · Aug 2022 – Present

- Support a lead teacher in a classroom of 18 four-year-olds, keeping the 1:9 ratio during outdoor play, meals and field trips with no safety incidents reported.
- Lead 3 small-group activities a day, such as letter games, scissor practice and counting with objects, following the lead teacher's weekly plan.
- Write daily notes on meals, naps and moods for 18 families in the center's app, answering parent questions within the same day.
- Record observations for 6 assigned children each week, which the lead teacher uses for twice-yearly developmental checklists.
- Helped a child with a new autism diagnosis settle into the room by using a picture schedule, cutting his morning drop-off tears from most days to about once a week within 2 months.

Classroom Aide — Cumberland County Head Start

Westbrook, ME · Sep 2020 – Jul 2022

- Assisted in a 17-child Head Start classroom, setting up 4 learning centers each morning and resetting them after free play.
- Served family-style breakfast and lunch to 17 children, following 4 food allergy plans with no exposures.
- Completed 24 hours of training on positive guidance and trauma-informed care in my first year.

Summer Camp Counselor — Falmouth Recreation Department

Falmouth, ME · Jun 2019 – Aug 2020

- Supervised groups of 10 children aged 5 to 7 at a 6-week day camp, running crafts, games and swim checks.
- Kept attendance and sign-out records for 2 summers with no missed pickups.

SKILLS

Classroom support: Ratio supervision, transitions, small-group activities, learning center setup

Child development: Observation notes, developmental checklists, positive guidance, picture schedules

Health and safety: Pediatric CPR and first aid, allergy plans, sanitizing routines, safe sleep basics

Family communication: Daily reports, parent apps such as Brightwheel, friendly drop-off and pickup talk

CERTIFICATIONS

Child Development Associate (CDA) Credential, Preschool, 2023

Pediatric First Aid and CPR/AED, renewed 2025

EDUCATION

Early Childhood Education coursework (12 credits), Southern Maine Community College, 2021

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