

Charity Grimm

Martinsburg, WV 25405

charity.knotts@gmail.com

+1 252 435 4523

Authorized to work in the US for any employer

Work Experience

Substitute Teacher K-12

Berkeley County School District-Martinsburg, WV

August 2023 to Present

My responsibilities as a substitute teacher is to make sure that I complete the tasks that the teacher has laid before me and help the students as needed. If the teacher that I am subbing for is scheduled for recess or monitor children during lunch, then I also fill in for them. When I am in elementary, I usually teach the whole day, whereas in middle school and high school, I just monitor the students as they complete their assigned work.

Babysitting

Inwood, WV

April 2023 to December 2023

I took care of several children from the age from 10 months - 8 years old during this time. I would go to the children's house and make sure they were safe while their parents were away. I made sure the children got along with their siblings, made them meals, took them out to play, helped w nap times, and picked up the house before their parents came home.

Lead 2 year old teacher

Future Blossoms Early Learning Center-Inwood, WV

January 2023 to April 2023

My responsibilities as the lead teacher for the 2 year olds is to make lesson plans each week accordingly to my student's needs. I change diapers when needed and help potty train the ones that are ready. I monitor my 2's and the other children at the daycare whether they are playing outside or during free time. Some of my other duties as a lead teacher are brushing teeth, helping the little ones go to sleep at nap time, help with meals, and keeping them safe by making sure that the right person is picking them up.

Co-Teacher

Future Blossoms Early Learning Center-Inwood, WV

October 2022 to December 2022

My responsibilities as a co-teacher is to help the daycare in any way they need help that day. My tasks vary each day as the number in children fluctuate daily. I mostly monitor and play with the children. Some times, I will have to step in and clean the facility or change diapers. If one of the main teachers need help with teaching or help with a craft, that is where I step in to help.

Substitute Teacher K-12

The Learning Lamp-Everett, PA

April 2022 to October 2022

My responsibilities as a substitute teacher is to make sure that I complete the tasks that the teacher has laid before me and help the students as needed. If the teacher that I am subbing for is scheduled for recess or monitor children during lunch, then I also fill in for them. When I am in elementary, I usually teach the whole day, whereas in middle school and high school, I just monitor the students as they complete their assigned work.

Social Media Specialist

Pennwood Bible Church-Everett, PA

January 2022 to October 2022

My responsibility as the Social Media Specialist was to update the church website on a regular basis. I used the website builder called Clover where I uploaded bulletins, events, pictures, and updates. I also made flyers for our church's events using Canva. I made relatable, funny content about the Bible, behind the scenes videos, and uploaded pictures on the church's Instagram and Facebook.

Kitchen Staff

Appalachian Bible College-Mount Hope, WV

September 2019 to December 2021

I helped prepare meals for groups of over 100 college students, cleaned dishes and surfaces, served meals, upkept food lines, and stocked various stations regularly.

Secretary/Receptionist

Alpine Bible Camp-Mount Hope, WV

May 2019 to September 2021

I managed the office phone, sorted through and responded to emails, scheduled interviews, organized events, cleaned office workspaces, updated the camp's website using WordPress, and served as the lead office secretary from the summer of 2019-fall of 2021.

Cashier

Bojangles' Restaurants, Inc-Asheboro, NC

June 2020 to August 2020

I managed orders through the front of the store as well as the drive-thru, prepared drinks, operated a cash register, cleaned and stocked the workspace, and regularly engaged with customers.

Education

Interdisciplinary Program (Bachelor's)

Appalachian Bible College-Mount Hope, WV

August 2018 to December 2021

Skills

- Early Childhood Education
- Food Preparation
- Classroom Management
- Organizational Skills
- Teaching
- Cooking
- Experience With Children
- Mentoring
- Teaching Experience
- Childcare
- Front Desk

- Babysitting
- Tutoring
- Toddler Care
- Curriculum development
- Coaching
- Time Management
- Kitchen Experience
- Food Service
- Heavy lifting

Certifications and Licenses

CPR & First Aid

November 2022 to November 2024

CPR Certification