FULL NAME

**Job Title**

(Location)

*About you, special skills, personality traits, things that set you apart from the competition ie:*

*Compassionate and dependable Newborn Care Specialist with extensive experience supporting families during the postpartum period with expert infant care. Skilled in establishing healthy sleep and feeding routines, diapering, swaddling, and monitoring newborn development while providing reassurance and education to new parents. Known for patience, attentiveness, and a calm, nurturing presence. Adept at recognizing early signs of discomfort or developmental concerns and maintaining a safe, hygienic environment. Committed to delivering professional, discreet, and loving care to ensure the well-being of both baby and family.*

**QUALIFICATIONS**

*These are examples, please provide your own;*

* Certified in Infant CPR and First Aid, with up-to-date training in emergency response and newborn safety
* Extensive knowledge of newborn care best practices, including feeding, sleep training, soothing techniques, and developmental milestones
* Experience supporting postpartum families with overnight care, multiples, and sleep conditioning
* Skilled in maintaining detailed care logs and communicating clearly with parents about routines, concerns, and progress

**GENERAL JOB DUTIES**

* Provide specialized care for newborns, including preemies and medically fragile infants with NICU discharge needs, ensuring proper feeding, medication, and developmental support
* Support families with twins, triplets, or more by managing synchronized routines, individualized care plans, and multitasking in high-demand environments
* Travel internationally with families to provide consistent, expert care across time zones, adapting routines to new environments while maintaining structure and security for the infant(s)
* Establish and maintain healthy sleep, feeding, and care routines tailored to each baby’s unique needs and family preferences, including lactation support and bottle feeding
* Monitor and document all aspects of care—feedings, diapering, sleep, behavior—and communicate clearly with parents and medical providers as needed
* Maintain a clean, well-organized nursery and ensure proper sanitization of all bottles, pumps, and infant care equipment
* Offer guidance and hands-on support with breastfeeding, pumping schedules, and proper breast milk handling and storage
* Experienced in working with surrogates and intended parents to ensure a smooth, compassionate transition during newborn care handoff

**EXPERIENCE**

**Family A**  **January 2025 – March 2025**

Newborn Care Specialist Upper East Side, NYC

Twin Boys 3 Month Contract

**Family Name** **Dates Worked**

Newborn Care Specialist Location of Home

Gender/Age/Number of Babies Length of Contract

**Family Name** **Dates Worked**

Newborn Care Specialist Location of Home

Gender/Age/Number of Babies Length of Contract

**Family Name** **Dates Worked**

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**Family Name** **Dates Worked**

Newborn Care Specialist Location of Home

Gender/Age/Number of Babies Length of Contract

*Continue this for all positions worked spanning the past ten years*

**EDUCATION OR CERTIFICATION**

**Institution Name**  **Years Attended**

Degree of Study Degree Received

* Any pertinent details like groups organized or led, special programs like study abroad, memberships, mentions of honors, etc.