CHARITA MCCLELLAN, MBA

AUDIT & FINANCE PROFESSIONAL

[redacted] • [redacted] • [redacted]@gmail.com

Experienced finance professional pursuing a role that will enable me to leverage over 11 years of experience which includes accounting, audit and forecasting. A results driven project leader who aligns financial initiatives to strategic goals while mitigating risk.

Areas of Expertise include:

- ✓ Financial Reporting & Analysis
- ✓ Budgeting & Forecasting
- ✓ SEC Reporting
- ✓ Financial Modelling
- ✓ Internal Audit & Audit Planning
- ✓ Financial Statement Preparation
- ✓ Risk Management
- ✓ Process Improvements
- ✓ Business Support

COMPUTER & APPLICATION SKILLS

- ✓ Advanced MS Excel
- ✓ PeopleSoft, Oracle, MAS 500
- ✓ MS Access, PowerPoint, Visio
- ✓ HRIS, LPS, Workday
- ✓ SQL Queries, Tableau
- ✓ FRX

EXPERIENCE & NOTABLE CONTRIBUTIONS

Bank of America Corporation • Plano, TX • 2011 - Present

OFFICER, BUSINESS FINANCE SUPPORT MANAGER

- Produce a monthly financial package to track and report KPIs
- Facilitate monthly business and finance review for operational and executive leadership
- Create baselines and assumptions for budget and forecast models
- Develop methodology for tracking pro forma vs actual results and implement processes to minimize variances
- Perform trend analysis to support operational decision making
- Audit the foreclosure process and document audit findings
- Communicate audit and review findings to management and executives
- Work closely with business control owners to ensure all deficiencies are remediated
- Manage team of financial analysts

KEY ACCOMPLISHMENTS:

- Developed a weekly dashboard that provided insight into impediments on loans in the foreclosure and bankruptcy processes
- Created and implemented the site strategy procedures for ~4000 employees across 15 core sites and several satellite locations

C-III Asset Management • Irving, TX • 2008 - 2011

FUND CONTROLLER

- Performed accounting functions on a $30M Real Estate CMBS and CDO fund and REIT
- Consolidation of four funds into the REIT
- Prepared quarter end and yearend financial statements including footnotes
- Prepared schedules for the 10Q and 10K
- Performed monthly variance analysis and reconciliations
- Prepared journal entries related to distributions, swap settlements, debt payments, intercompany transactions, investor distributions, mark to market and review of realized and unrealized gains/losses

KEY ACCOMPLISHMENT:

- Streamlined the monthly close process from 9 days to 5

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CHARITA MCCLELLAN, MBA
AUDIT & FINANCE PROFESSIONAL
[redacted] • [redacted] • [redacted]n@gmail.com

Lehman Brothers – Capital Analytics • Dallas, TX • 2006 - 2008

FUND ACCOUNTANT

- Performed accounting functions on a Real Estate Mezzanine fund
- Prepared quarter end and yearend financial statements including footnotes
- Prepared and maintain four credit facility files
- Prepared management fee, distribution and capital call files
- Tracked expenses related to a Mezzanine fund
- Prepared reimbursement files, cash journals, and journal entries
- Track and reconcile cash movement for partnerships
- Reviewed the work of two other fund accountants

KEY ACCOMPLISHMENTS:

- Automated monthly journal entries to expedite the close process.
- Developed the monthly close calendar to ensure all accountants completed their assigned tasks on time

7-Eleven, Inc. • Dallas, TX • 2005 - 2006

INTERNAL AUDITOR

- Tested and implemented internal controls
- Tested procedures and policies
- Prepared written reports of audit findings and developed recommendations
- Prepared oral presentations of audit findings
- Planned and conducted financial, operational and compliance audits
- Conducted interviews with individuals to retrieve information relevant to the audit
- Designed and implemented an audit tool to track the follow up of previous audits
- Created and implemented the Internal Audit departments policies and procedures

KEY ACCOMPLISHMENT:

- Lead the audit on employee credits and discovered outstanding payments due to the company

EDUCATION

Master of Business Administration
NEW YORK INSTITUTE OF TECHNOLOGY | OLD WESTBURY, NY

Bachelor of Science, Accounting
UNIVERSITY OF NORTH TEXAS | DENTON, TX

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Imari Ruffin

[redacted]@gmail.com

Professional Profile

Experienced professional with over 4+ years of office experience. Skilled and innovative risk-taker with a proven track record of Non-Profit Development and strategic planning. Fundraised over $10k dollars in goods and services under 6 months through the creation of business partnerships and excellence in service and communications.

Professional Skills

Administrative | Non- Profit | Recruitment | Oral and Written Communication Skills | Planning | Microsoft Office Suite | Organizational | Attention to Detail | Relationship Building | Quality Customer Service

Education

Master of Business Administration, Business Administration — 2017
Southern New Hampshire University

Bachelors of Science, Business Administration — 2014
University of New Orleans

Professional Experience

Child Support Officer II- Office of the Attorney Gen. | Fort Worth, TX Sept 2017 - Present

- Conduct investigations to locate or trace absent parent.
- Review and assess cases to develop implementation and determine appropriate actions.
- Monitor child support payments and refers delinquent cases for appropriate action.
- Prepare various documents necessary to establish or enforce a court ordered child support.
- Respond to inquiries concerning case status.
- Document actions taken relating to cases.
- Explain program policies, procedures, and regulations to parents through sessions.
- May assist in negotiating agreed orders or other voluntary settlements.
- Perform related work as assigned.
- Answered phones.

Parent & Community Liaison - Celerity Woodmere Charter | Harvey, LA July 2016 - July 2017

- Planned, managed, and directed student recruitment plan.
- Served as the point person for events including field trips, fundraisers, and special events.
- Increased recruitment and retention rate by 30%.
- Maintained records and files for students.
- Built relationships with businesses to strengthen relationships between the community and school.
- Increased business partnerships with local organizations and businesses by 50%.
- Planned and implemented family involvement activities.
- Staffed events, led committees, facilitated meetings, and community outreach.
- Increased parent involvement with their child's education over 40%.
- Operated daily through PowerSchool to input and retrieve personal data and information.
- Assisted in the communication between the home and school.
- Coordinated school wide and grade level field trips.

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- Collaborated with the bus company on the availability of buses to assign to field trips.
- Maintained and tracked an active spreadsheet of employees, volunteers, and students who were assigned to field trips.
- Submitted field trip sheets for proper time and mileage.
- Maintained a computerized program containing field trips.
- Answered phones, took messages, transferred calls, and communicated with the community.
- Provided excellent customer service to all parents and visitors.

Unit Secretary - Ochsner Health System | New Orleans, LA Aug 2015 - Aug 2016

- Supervised 6 newly hired employees.
- Administered policies, procedures, and programs related to the organization.
- Maintained confidentiality of patients records through EPIC system and charts.
- Developed a system that was later implemented throughout the hospital.
- Answered phones and took messages.
- Performed clerical and administrative duties.
- Provided excellent customer service to all customers and visitors.
- Supported daily operations of 52 unit department of Medical Surgical Unit.
- Expedited phone calls by giving clear, concise, specific information.

Office Manager - B &M Investment Property, LLC | Gretna, LA June 2012 - Dec 2014

- Supervised 6 agents assigned to the office.
- Performed clerical and administrative duties.
- Responded to customer concerns in time efficient manner.
- Utilized Microsoft Excel, Word, and PowerPoint managing monthly calendars.
- Provided excellent customer service to all customers and visitors.
- Answered phones and took messages.

Community and Volunteer Involvement

Volunteer – Woodmere Civic Association | Harvey, LA July 2016 – July 2017

- Attended weekly meetings with president to remain current on events.
- Posted flyers and verbal communication of upcoming events.
- Set up before and after community events.
- Assisted in Back to School, Thanksgiving, Christmas, and Easter community gatherings.
- Utilized Microsoft Excel, Word, and PowerPoint managing monthly calendars.
- Provided excellent customer service to all customers and visitors.

Volunteer – Trio Student Support Services UNO | New Orleans, LA Aug 2012 - May 2014

- Assisted in graduating senior's transitional process to college.
- Supported graduating seniors with financial aid and admissions entry.
- Participated in freshman orientation forums.
- Spoke with first time college students providing support through undergraduate career.

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Ashley H. Robinson

@gmail.com

Professional Profile

Accomplished educator with strong leadership skills, hands-on effective classroom learning, believe all students can achieve to their fullest potential, and focus on positive student- teacher relationships, as well as parent- teacher relationships.

- Hold Bachelor of Arts in Educational Studies
- CDA Professional Specialist
- Louisiana Pathways Trainer Level II
- Hiring Committee for recruiting effective teachers
- LA4 Coordinator
- Proven record of increasing CLASS scores for early childhood programs
- Leader of Preschool Expansion Grant for Agenda for Children
- Develop and facilitate presentations for various organizations
- Certified CLASS Reliable Observer in Toddler, Pre-K, and K-3
- Inter-Rater Reliable for Teaching Strategies GOLD
- Knowledgeable within Creative Curriculum, STEP assessment, F & P assessment, Guiding Reading, MAP assessment
- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in children.
- Experienced and conscientious managerial skills with excellent client and project based management.
- Experienced in corporate marketing.
- Coordinate, implement, evaluate, and facilitate the education of the 4 REAL Health Project for New Orleans at risk teens.
- Developed, organized, and directed SAS Drama Club for St. Agnes School for over three years.
- Author of children's book, "I Love My City"

Education, Honors, and Certificates

Masters of Science, Early Childhood Services
Arkansas State University Jonesboro, AK Graduation Expected: 2020
Bachelors of Arts, Educational Studies
Dillard University, New Orleans, LA. 2006

Kappa Delta Pi Honor Society Member
Certificates
Certificate of Teacher Training, Differentiated Instruction

Staff Development of Educators July 2011

Certificate of Teacher Training, Differentiated Instruction

Staff Development of Educators July 2010

Certificate of Participation, Best Strategies for Teaching Spanish

Bureau of Education and Research November 2008

Excellence Award, Corporate Marketing

Enterprise January 2007

Excellence Award, Corporate Marketing

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Enterprise December 2006

Certificate of Recognition, Corporate Marketing

Enterprise December 2006

Certificate of Recognition, Corporate Marketing

Enterprise November 2006

Professional Experience

Agenda for Children

New Orleans, LA 2016 – Present

Early Childhood Specialist

- Hiring teachers for different charter partnerships to teach Pre-K 4.
- Use a coaching model to guide teachers through best practices.
- Coach teachers on using intentional teaching lesson plans to guide classroom instruction.
- Give real time coaching in the moment, video and analysis best strategies, and feedback.
- Analysis student data to individualized learning.
- Revamp Preschool Grant Handbook for program.
- On time Louisiana Department of Education monthly reports regarding attendance for each site.
- Document data to report for Louisiana Department of Education audit.
- Guide and coach assistant teachers to obtain their CDA.
- Assist teachers with collaboration on curriculum by giving opportunities for teachers to observe each other.
- Created an alignment with STEP, Reading A-Z, etc. to TS Gold standards to bridge a gap between Pre-K through third grade.
- Various professional developments for Pre-K and Kindergarten teachers related to Child Development, TS Gold, and CLASS.

Sylvanie Williams College Prep Charter School

New Orleans, LA 2012-2016

PreK Teacher/Department Head/LA 4 Coordinator/Coach

- Facilitate students to reach their fullest potential based on their previous educational capabilities.
- Develop a smaller learning setting to stimulate each student's individual need.
- Communicate inner city youth the school's culture and expectations.
- Believe and teach each student they can and will excel to their greatest potential despite their economic backgrounds or disability.
- Contribute moral support inside and outside of school for students who need extra basic and essential needs.
- Record and report data for state's early childhood program.
- Coordinate professional development according to the needs of teachers to assist their students.
- Coach and manage Pre-K teachers and paraprofessionals using TS Gold curriculum and through CLASS.
- Lead professional developments for Pre-K staff.
- Analysis data to improve student progress and track records.
- Assist hiring committee with hiring effective teacher for Pre-K.
- Planned various field trips related to the curriculum to enrich learning experiences.

JOB 1 New Orleans 4Real Health/ City of New Orleans

New Orleans, LA Summer 2012

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Health Educator

- Work on a community change, outreach, mobilization, advocacy/capacity building program that focuses on reducing high risk sexual behaviors among youth living in the New Orleans area.
- Work on implementation of a behavioral intervention/ educational classes for the city of New Orleans through the Louisiana Public Health Institute. This series of classes is designed to reduce the incidence of teen pregnancy and STD/HIV infections by reducing risky behaviors and improving safer sex skills among adolescents from high-risk populations in New Orleans.
- Compile written reports and deliver presentations on program outcomes.
- Maintain detailed records of community and relationship building efforts among stakeholders in New Orleans.

Take the Lead Foundation

New Orleans, LA 2012- 2013

Facilitator/Recruitment

- Instruct a variety of classroom lessons from creative writing to teen pregnancy.
- Develop sessions to educate participants of life decisions and how they can impact their goals.
- Compile written reports and deliver presentations on program outcomes.
- Hiring Committee to search for individuals with training experience.

St. Agnes School

Jefferson, LA 2008 – 2012

Elementary/Middle School Teacher

- Create and maintain an environment allowing and encouraging children to make discoveries, solve problems, and think independently.
- Instruct fourth and fifth grade students to learn to their fullest learning potential.
- Analyze previous test scores to present test scores, to score each student's performance and achievement level.
- Create various creative activities the student will learn and enjoy.
- Create and administer entry-level Spanish lessons and activities once a week for 1st through 8th grades.
- Instruct math lessons for middle school students.

Private Tutor

New Orleans, LA 2008-2009

- Prepared science, math, reading, and social studies lesson and activities for children ages 8 to 11.
- Planned and supervised daily field trips to incorporate learning.
- Created a safe and healthy environment allowing the students to engage on different learning levels.
- Students achieved scores higher than the grade level they were entering.

Lake Castle Private School

New Orleans, LA 2007-2008

- Created and maintained an environment allowing and encouraging children to make discoveries, solve problems, and think independently.
- Instructed a multi-cultural transitional classroom with students from diverse backgrounds.
- Created various science projects and labs for independent learning for grades fourth and fifth.
- Planned lesson daily as well as motivational activities.

Enterprise Rent-A-Car

Metairie, LA 2006- 2007

- Number one in the region for Corporate Marketing.
- Monitored multiple databases to keep track of all company inventory.
- Analyzed departmental documents for appropriate distribution and filing.
- Marketing with body shops and dealerships in the Metairie area.
- Independently managed the Sub-Enterprise Office for Paretti Dealership Enterprise which services Paretti

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Jaguar, Landrover, and Mazda.

Professional Affiliations

Delta Sigma Theta Sorority Incorporated

Phi Delta Kappa International

NAEYC, National Association for the Education of Young Children

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Shannon M, Gabriel, RN, MSN

Registered Nurse

@hotmail.com

Summary of Qualifications

Energetic, dedicated Registered Nurse with strong bedside care, leadership and interpersonal skills~ Previous LPN experience~CNA background~Provide high quality medical care with an emphasis on treating patients as unique and valuable individuals~ Well developed organization skills.Ability to work effectively with people of various ages, cultural backgrounds, and socioeconomic status. Acute Mental Health, Ventilator, Trach, Neurological and Skilled Rehab Experience .Charting Acute Care Planning & Discharge Planning. CPR certified & AHA Instructor Certified, Intravenous Therapy Certified (PICC, Port-a-Cath, IJ, Peripheral), MDS Trained, Venipuncture, Wound care (Gauze & Foam Vacs)

Education

Registered Nurse
University of Phoenix Online — 2011-2014
Masters Degree

Registered Nurse
University of Phoenix Online — 2009-2011
Bachelors Degree

Registered Nurse
Apollo College Boise, Idaho — 2008-2009
Associates degree

Practical Nurse
Apollo College Boise, Idaho — 2006-2007

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Shannon M. Gabriel, RN, MSN
Registered Nurse
@hotmail.com

Professional Experience

Director of Nursing Services
Community Care Psychiatric Hospital New Orleans, La 2012-Current

~Direct Patient Care
~Wound Care Management & Education
~Treatment Plan Implementation and Education
~EMR Emersion
~Nursing Staff Supervision
~Nursing Recruitment
~Management and Oversight of Patient Care
~Physician Communication
~Patient Assessment
~Medication Administration
~Unit Management
~Treatment Team
~Oversight of off campus IOP
~Staff Education
~Staff Training
~Mental Health Education
~Patient & Family Education
~Infection Control Management
~Incident Reporting
~JHACO Preparedness
~Budgeting
~CPR Training and Certification
~Precertifications
~RAC & ZPIC Audit Appeals

Corporate Nurse Educator
Community Hospice & Community IOP New Orleans, La 2016-Current

~Nurse Competency Testing & Development
~In House Supervisory Visits
~DHH Compliance
~Plan of Correction Development & Compliance
~EMR Emersion

Regional Director of Nursing Services (LTAC, Skilled Nursing, Long Term Care)

Traditions Senior Management New Orleans, La 2011-2014

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Shannon M, Gabriel, RN, MSN
Registered Nurse
@hotmail.com

~Nursing Staff Supervision
~Admission Assessment
~Patient Assessment
~Physician Communication
~Patient Assessment (off site)
~Ventilator Care
~External Pacers Vest
~Tracheostomy Care, Inner Cannula Removal & Insertion
~Peg Removal & Replacement
~Medication Administration
~IV insertion
~IV Push
~PICC line discontinuation
~Care Planning
~Staff Education
~Patient & Family Education
~Survey Preparedness
~Budgeting
~Staff Development
~CPR Certification
~Dementia Training
~Tracking and Trending
~MDS oversight and review

Admission Coordinator/ RN Liaison (skilled nursing, long term care, assisted living)

Touro/ Woldenberg Village New Orleans, La 2010-2011

~Admission Assessment
~Patient Assessment
~Admission Determination
~Physician Communication
~Patient Assessment (off site)
~Insurance Negotiation
~Skilled Determination
~Medication Review
~Family and Patient Education

Registered Nurse/Charge Nurse (Psychiatric Hospital Acute Care)
Community Care New Orleans, La 2010-Current
~Admission Assessment
~Medication Administration
~Group Supervision
~Care Planning

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Shannon M, Gabriel, RN, MSN
Registered Nurse
@hotmail.com

~Restraints (Chemical and Physical)
~Staff Supervision
~Discharge Planning
~Wound Care
~Charting
~G-Tubes, J-Tubes, Drain Management

Registered Nurse MDS Coordinator (skilled rehab, long term care, dementia unit)
Marquis Care at Shaw Mountain, Boise, Id 2007-2010
~ICF and SNF MDS
~Coordinating Holistic Care of Residents
~Admission Assessments
~Physician Communication
~Medication Management
~Psychotropic Medication Review and Recommendation
~Off site evaluation
~Care planning
~Nurse Training
~Medicaid charting
~Intravenous therapy
~Blood draw
~medication administration
~diabetic teaching
~vaccinations
~discharging, transferring, and admission paper work
~G-tube, J-tube therapy and teaching
~Charge Nurse (floor supervisor)

Licensed Practical Nurse (rehab, long term care, dementia unit)
Marquis Care at Shaw Mountain, Boise, Id 2007-2010

~admissions assessment
~wound care
~care planning
~Medicaid charting
~Intravenous therapy
~Blood draw
~medication administration
~diabetic teaching
~vaccinations
~discharging, transferring, and admission paper work
~G-tube, J-tube therapy and teaching
~Charge Nurse (floor supervisor)

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Shannon M, Gabriel, RN, MSN
Registered Nurse
@hotmail.com

Certifications and Licensures

CPR Certification
American Heart Association CPR Instructor
Intravenous and Venipuncture Certified
Registered Nurse State of Louisiana
Dementia Trainer

References

Available Upon Request

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Strong organizational ability; skilled in planning, problem solving, decision-making, leadership, delegation, coordination of resources; and development, training, and supervision of personnel. Committed to facilitating the best collaborative environment, organized with an optimum work environment for adults in service to community.

Articulate and personable with direct positive approach. Skilled in oral and written communication; active involvement in civic, community, and professional organizations and in fund-raising activities. Forty+ years of diligent application, reliability, and accomplishment in public education and service.

Education::
B.A, Health, Physical and Safety Education
May 1974. Dillard University
New Orleans, LA

M.Ed., Guidance and Counseling,
August 1977. Southern University
Baton Rouge, LA

30+ Hours, K-12 Special Education
January 1989, Southern University
Baton Rouge, LA

33 Hours, Educational Leadership Certification
June 1992, Western Michigan University
Kalamazoo, MI

Awards:
Laura Bush Grant
Target Library Grant
Cable Cares Grant
Educator Excellence

Associations:
St. Gabriel Church, Pastoral Council
Urban League, Board Member
PANOPSI/AFL-CIO, President

Contact:
[redacted]

Certified Teacher, State of Louisiana, with specialty in health, physical, and safety education; special education; counseling and guidance; principal; secondary school principal and credentialed Turnaround Specialist. Certified Teacher, State of Michigan, with specialty in health, physical, and safety education; counseling and guidance; and secondary school administration.

July 2012-June 2016, High School Principal
Saint Katharine Drexel Preparatory School
-New Orleans, LA
Selected as principal for my alma mater, an all girls Catholic College Prep School, serving grades 7-12. Responsible for day to day operations, supervision of all personnel, accreditation, maintaining Catholic Identity, and personnel evaluations

April 2006-June 2012, Elementary/Middle
School Principal Benjamin Banneker
Elementary School Recovery School District
– New Orleans, LA
Selected as Principal at Benjamin Banneker Elementary School after the Recovery School District opened schools in New Orleans post Katrina. Directly responsible as the instructional leader managing programs, personnel and the facilities of a Pre-K through 8th grade school to provide the best possible learning environment for approximately 550 students.

September 2005-March 2006
Special Education Inclusion Teacher
Broadmoor Middle School
East Baton Rouge Parish School – Baton Rouge, LA
Inclusion Teacher for 17 Mild/Moderate Special Education students at the 8th grade level for Math and Language Arts. Developed state compliant Individualized Education Plans (IEP's), including transition plans for students using appropriate Web IEP Guidelines.

August 2003 -August 2005
Elementary School Principal
Benjamin Banneker Elementary School
Orleans Parish Schools – New Orleans, LA

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Selected as Principal at Benjamin Banneker Elementary School, serving in that
capacity until schools closed because of Hurricanes Katrina and Rita. Directly responsible as the instructional leader managing programs, personnel and the facilities of a Pre-K through 8th grade school to provide the best possible learning environment for approximately 300 students.

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August 1999 –June 2000
Middle School Assistant Principal–In Charge
August 2000 – August 2003
Middle School Assistant Principal
Dr. Martin Luther King, Jr. Middle School
Orleans Parish Schools – New Orleans, LA
Appointed Site-Administrator at Dr. Martin Luther King, Jr. Middle School in charge of day-to-day operations including the management of facilities and equipment and providing leadership, supervision and evaluation of school personnel under the direction of the off-site principal from the parent school site at King Elementary. At the 6th and 7th grade site, additional responsibilities included development and implementation of programs designed to improve the effectiveness of certificated and non-certificated staff, planning and supervision of student discipline and dress code, special events and assemblies, evening and athletic events, acting as liaison between all levels of the school community (students, staff, parents, business partners and administration), coordinating and supervising 6th and 7th grade LEAP & Iowa Assessment process (School Test Coordinator) and any other duties as assigned by the school principal.

August 1998-June 1999
School Assistant Principal
Sarah T. Reed Sr. High School
Orleans Parish Schools – New Orleans, LA
Appointed Assistant Principal at Sarah T. Reed Sr. High School responsible for student discipline, supervision and evaluation of teaching personnel and non-certificated staff; coordinated and supervised 9-12th grade assessment process (School Test Coordinator) and any other duties assigned by the school principal.

October 1997-June 1998
Early Interventionist/Counselor
Harry S. Truman Middle School
Jefferson Parish Public Schools – Marrero, LA
Assumed responsibility as Early Intervention Specialist/Counselor at Harry S. Truman Middle School in charge of delivering human services to children, families and support services to school personnel designed to enhance the academic, social and emotional Development of all students in grades 6-8. Responsibilities include, but are not limited to conducting social service treatment plans; referral and coordination of case management to facilitate the use of school maintaining a working knowledge of community social services resources; working as liaison between schools and community agencies; providing individual and group therapy sessions; maintaining case records and guidance materials; organizing and conducting in-services and training for school personnel; attending professional development workshops and providing forums for career exploration along with any additional duties as assigned by the school principal.

August 1997– September 1997
High School Special Education Teacher
John Ehret High School
Jefferson Parish Public Schools – Marrero, LA
Taught 9th and 10th grade Learning Disabled students Job Exploration and Occupational Knowledge, two courses designed to assist students in understanding career choices and the processes and preparation needed to fulfill certain kinds of jobs. Responsibilities include, but were not limited to various teaching and record keeping responsibilities along with coordinating Individual Education Plans for not less than seventeen students assigned to my caseload.

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November 1991 – June 1992
Administrative Intern
August 1992 - August 1997
Assistant Principal
Portage Northern High School
Portage Public School – Portage, Michigan

Served as administrative intern for six months, after competing with other applicants in the region. Appointed Assistant Principal at Portage Northern High School in charge of student discipline for 9th and 10th grades, supervision of extra and co-curricular activities; assist in the operation and management of all equipment and physical facilities assigned; assist in coordinating instructional leadership for the planning, management, operation and evaluation of educational programs and services; assist in the presentation of recommendations concerning evaluations, appointments, assignments, promotion or dismissal of all personnel assigned to my supervision; assist in the development and administration of programs designed to improve the efficiency of the professional staff and any support or clerical personnel; work with building level administrative team on student discipline, activities, special events, and assemblies; assist with the in-house Suspension Program; coordinate alternative service learning program, and any other duties as assigned by the school principal and district level administrators.

August 1990 - November 1991
High School Guidance Counselor
Portage Central High School
PORTAGE PUBLIC SCHOOLS – Portage, Michigan

Assigned to implement the philosophy and objectives of the guidance/counseling department at Portage Central High School; working directly with students to resolve academic, disciplinary, attendance, family, social, emotional, and substance abuse problems; provide career awareness guidance, college and financial aid resources, and ancillary services; test planning and related information; and consultations with parents, teachers, administrators, and other specialists both within and outside the school in order to assist students in achieving their goals.

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