

Donna E.

Experienced and qualified professional seeking administrative or management position.

Case Manager

**KVC Health Systems, Inc., Olathe, KS**

**February 2021–present**

- Provide in-home services to clients and their families.
- Organize and facilitate case planning conferences.
- Assess and gather information on children and families.

Senior Staff Teacher

**Preschool Connection Learning Academy, Belmont, NC**

**October 2016 – April 2017**

- Designed weekly curriculum and coordinated learning activities of up to 22 students ranging from K – 4.
- Maintain classroom decorum, while encouraging a positive culture of learning.
- Executed projects that successfully incorporated STEM principles.

Accounts Payable/Payroll Specialist

**Blue Ridge Community Health Services, Hendersonville NC**

**August 2009 – August 2013**

Responsible for:

- Employee compensation and benefit coordination.
- Employee relations/customer service, vendor remittance, and record maintenance.
- Reconciliation and reporting of quarterly tax forms.
- Utilization of multiple accounting software programs and Excel spreadsheets.

Sales Lead Manager

**Catherine's Plus Size/Charming Shoppes, Hendersonville, NC**

**August 2007-August 2009**

Responsible for:

- Driving sales to achieve corporate standards.
- Managing selling associates for results-oriented performance.
- Providing superior customer service.
- Preparing selling promotions.

Long-term Substitute Teacher

**Montgomery County Public Schools, Rockville, MD**

**October 2004 – June 2006**

- Substitute teacher for elementary, secondary, and special education classes, grades K-12.

Educational Experience

Master's Degree in Education Administration. Conferred June, 2006. Strayer University

Bachelor of Arts, Secondary Education/History. Awarded June, 1992. College of New Jersey

- Honored with Undergraduate Secondary Teacher Award.
- Certified to teach in three states.