

Shivani Singh

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EDUCATION

Rutgers University - New Brunswick

B.A.S. in Psychology

May 2024

Relevant Coursework

- Career Management
- Introduction to Human Resource Management

RELEVANT EXPERIENCE

Champions Before and After Care, South Brunswick, NJ

June 2022 - Present

Site Director at Monmouth Junction Elementary School

- Manage billing, enrollment, and staff payroll
- Supervise a team of teachers
- Promote the program through events, advertisements, and social posts
- Implemented lesson plans for school age children based on the Champions curriculum

Montgomery Montessori School, Skillman, NJ

March 2018 - September 2019

Administrative Assistant and Teaching Assistant

- Managed payroll, billing, and new enrollment
- Aided in the transitioning of new owners and management
- Developed and taught lesson plans for preschool and toddler age children

Eagle's Landing Day Camp, Lawrence, NJ

June 2017 - August 2017

Arts and Crafts Specialist

- Monitored inventory
- Guided campers aged 3-15 years through a variety of crafts and activities
- Maintained a safe and organized learning environment

ADDITIONAL EXPERIENCE

- **College Nannies Sitters & Tutors**, Summit, NJ

2018-2021

Private nanny

- **South Brunswick Senior Center**, South Brunswick, NJ

2019-2020

Cafeteria Volunteer Service: 60+ hours

- **Princeton Windrows**, Princeton, NJ

2015-2017

Server/Busser

LEADERSHIP AND ORGANIZATIONS

Mercer Honors Program, West Windsor, NJ

January 2020 - December 2020

- Speaker at the Mercer Student Honors Conference

Phi Theta Kappa National Honors Society, MCCC Branch

January 2020 - December 2020

Junior State of America, South Brunswick Chapter

September 2014 - June 2017

- Director of Media