

# Carolina I. Yoedhana

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## Objective

- Full Lead Pre-K Teacher

## Education

### **CERTIFICATE OF ACHIEVEMENT | DECEMBER 2011 | OHLONE COLLEGE, FREMONT, CA**

- Early Childhood Education

### **MASTER OF BUSINESS ADMINISTRATION | 13 DECEMBER 2001 | UNIVERSITY OF SAN FRANCISCO, CA**

- Major: E-Commerce

### **BACHELOR OF SCIENCE | 4 SEPTEMBER 1998 | CALIFORNIA STATE UNIVERSITY – EAST BAY, CA**

- Major: Business Administration
- Option: Computer Information Systems and Business Computer Telecommunications

## Experience

### **PRE-K TEACHER | KIDS CONNECTION PRESCHOOL | 1 NOVEMBER 2017 – 15 JUNE 2018**

- Lead Pre-K class alongside a co-teacher.
- Created and planned monthly lesson plans.
- Maintained classroom organization and cleanliness.
- Maintained continuous communications with parents through boards, letters, and direct conversation.
- Conducted yearly assessment and conference.

### **SENIOR CLERK CLASS 1406 | SFO BUSINESS AND FINANCE | 13 FEBRUARY 2017 – 21 AUGUST 2017**

- Provided support to all Finance staff on preparing documents for signatory; logging routed items; processing reimbursements and vacation request; updating Capital Finance team calendar.
- Organized Capital Finance Director's calendar through Microsoft Outlook™.
- Arranged meeting schedules and agendas.
- Executed staff's Travel and Training Authorization request, and a detailed itinerary packet.
- Maintained and published Capital Finance Monthly Report.
- Performed clerical duties as needed

### **PART TIME ADMINISTRATIVE ASSISTANT | PRECISION PLASTICS, LLC., UNION CITY, CA | 4 APRIL 2016 – 10 FEBRUARY 2017**

- Recorded Sales, Purchase Orders, Accounts Receivable and Accounts Payable using QuickBooks™ Premier.
- Reconciled credit card and bank accounts.
- Processed product pricing inquiries, shipment, complaints, and returns.
- Performed clerical duties such as record keeping and filing copy of invoices, purchase orders, billing statements, expenses and bank statements.
- Maintained proper communication with vendors and customers.
- Responsible for the accuracy of information and data in QuickBooks™ Premier.

**MANAGER FOR ADMINISTRATIVE DEPARTMENT | U.D. TRIMURTI, DENPASAR, BALI | 23 SEPTEMBER 2013 – 30 MAY 2015**

- Adapted and implemented MYOB™ accounting software to handle Point of Sales, Inventory, Purchase Orders, Invoices and Financial record.
- Produced in-house user guide and conducted training sessions for MYOB™ software switch.
- Built and maintained MYOB™ inventory content.
- Reconciled daily closing balance and monthly bank statement.

**PRESCHOOL LEAD TEACHER | HEARTS AND HANDS PRESCHOOL, FREMONT, CA | 02 APRIL 2012 – 31 MAY 2013**

- Lead three-year-old full day classroom.
- Planned and executed lesson plans and activities.
- Maintained organization of the classroom.
- Attended to children's emotional and physical needs.
- Conducted assessment and meetings with parent(s) or guardian.

**PART TIME PRESCHOOL AID/SUBSTITUTE TEACHER | HOLY SPIRIT PRESCHOOL, FREMONT, CA | 03 JANUARY 2011 – 30 MARCH 2012**

- Provided necessary support to primary teachers in keeping up with ratio, schedule and activities.
- Supervised playground time.
- Lead small group activity at center time.
- Attended children's personal care such as toileting, meal time and nap.

**SUPERVISOR FOR DOCUMENT IMAGING DEPARTMENT | FREMONT BANK, HAYWARD, CA | 23 APRIL 2003 – 19 MAY 2006**

- Supervised nine Scanning and Imaging team members.
- Managed and coordinated daily workflow and request from various departments.
- Conducted ITI Director™ Imaging System training sessions for new and continuing staffs of Loan Servicing Department.
- Cross-trained Scanning and Imaging team members to ensure continuous productivity.
- Handled trouble shooting and maintenance of all scanning equipment.
- Assisted project managers in satisfying department's requirements and procedures prior to the scanning and indexing process.
- Coordinated monthly meetings with department Director and Project Managers on current progress and productivity.

**TEMPORARY STAFF FOR FREMONT BANK RECORDS MANAGEMENT | NELSON STAFFING SOLUTION, FREMONT, CA | 11 NOVEMBER 2002 – 18 APRIL 2003**

- Processed and organized file retrieval requests from the Lektriever™ Filing System.
- Created and implemented "Progress Report" in Excel spread sheet.
- Conducted one-on-one training session with "Progress Report" end user.
- Prepared documentation needed for scanning/imaging process from SmeadLink™ Library system.

## **Additional Skills**

- Intermediate user level for Microsoft Word and Excel; Quick Book Premier 2016.
- Certified MYOB accounting system: MYOB South Asia.
- Certified typing 46 net WPM: San Mateo Adult School.
- Pediatric First Aid CPR AED: Renewal August 2020.