



JF

JANICE FEARON

COMPLIANCE REVIEW ADMINISTRATOR | [HTTPS://WWW.LINKEDIN.COM/FEED/](https://www.linkedin.com/feed/)

OBJECTIVE

Having a sincere desire to work with children with special needs.

Proactive, committed to excellence, with proven ability to meet and exceed objectives.

Ability to assimilate new information and make sound decisions.

Adept at interacting with all levels of management.

SKILLS

CPR, First Aid, Case Management, Child Care, and Social Welfare which enables me to understand the dynamics of Family and culture. Help to plan, organize, contribute, strengthen existing and create new approaches to improving outcomes.

EXPERIENCE

COMPLIANCE REVIEW ADMINISTRATOR • THE LEAGUERS INC., • 8/2017 – PRESENT

Duties include but not limited to, oversee and monitor the implementation of the Compliance Program. Meet with Content Area Directors to report compliance finding, review progress on program implementation and assist with establishing improvement plans. Report to the CEO monthly to review progress on program compliance. Maintain a log of communications received relevant to compliance. Analyze data and patterns using the organization system tools.

HEALTH/NUTRITION SPECIALIST • THE LEAGUERS INC., • 8/2016 – 8/2017

Providing informational packages to parents regarding nutritional concerns and daily meal plan. Stay informed with health advisory and other staff members to identify with common illness. Keep track of updated physical, dental, hearing and vision screening.

HEALTH SPECIALIST • J. B ELEMENTARY SCH. • 9/2013 – 6/2016

Conducting workshops and general information which involved planning and implementing nutritional advice in maintaining a healthy lifestyle at any age. Coordinating with team members to ensure individual meals and snacks are been encouraged.

PARAEDUCATOR TEACHER ASSISTNT • J. B ELEMENTARY SCH. • 9/2012 – 6/2015

Duties were but not limited to: generally responsible for supervising elementary age children inside and outside the classroom with challenging behaviors. Which enable teachers to meet a set of specified criteria/ tasks within the classroom setting without or little interruption.

DAY VICE PRESIDENT • CUNY • 6/2011 – 6/2012

STUDENT GOVERNMENT ASSOCIATION

Assumed the duties of the President in her ABSENT. Prepared budget proposals, planned, organized and executed on campus students events and activities. Served on various committees as chairs, co-chairs and members.



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RESEARCH FOUNDATION • CUNY • 6/2010 – 5/2012

ADMINISTRATIVE ASSISTANT

Performed administrative and clerical functions but not limited to: keeping general files and records, calendar, agendas, and important dates. Creating fliers and posters, making copies, answering telephones and assisting students with eSims and EduTrac questions/applications.

PRE-SCHOOL TEACHER • NEW TESTAMENT PRE-SCHOOL • 1/1994 – 1/2001

Responsibilities were but not limited to: support, encourage, and engage children in learning. Also, to develop an appropriate environment where children can explore, play and interact and find learning easy and fun.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA) • 5/2017 • LONG ISLAND UNIVERSITY

Business Administration and management, General.

Awards & Honor: Sigma Beta Delta Honor; In Business, Management & Administration. Most outstanding Students.

BS – HEALTH SERVICES ADMIN • 6/2012 • CUNY

Social Security and Long Term Care. Anatomy Physiology, Microbiology & Immunology, General Biology, and Pathophysiology. Deans & Provost Awards

MINOR SOCIAL WELFARE • 6/2012 • CUNY

Introduction to Social Work, Group & Family Dynamics, Culture Social Change, Sociology, and Social Society Statistics.

AS – HUMAN BIOLOGY • 6/2011 • CUNY

Anatomy 1 & 11, Micro Biology & Immun., General Biology, Pathology, Chemistry, Environmental Health Issues, and Nutrition Concept Principals Applications.

CERTIFIED MEDICAL ASSISTANT • 5/2007 • ALLEN SCHOOL



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Performed phlebotomy procedures such as venipuncture and finger sticks, EKG's, hematology lab testing-CBC's urinalysis, medical first aid and emergencies, spirometry, autoclaving and centrifuging. Performed clerical and administrative functions such as filing, answering telephones, checking patient referrals and performing insurance verifications.

CERTIFICATION

Ryan White Part A HIV Medical Case Management Training Program – Rutgers
Building a Culture of Health in NJ – Rutgers
CPR, AED, and Basic First Aid for Children, Infants, and Adults
Blood borne Pathogens
Childcare & Development
New Born Care
Training in leadership
Conflict & Resolution Coach

VOLUNTEER EXPERIENCE OR LEADERSHIP

Number of Honor Society.Org
New Jersey Department of Health in Partnership with Lead and Health Homes -
Recording Secretary.
District 17 Education Council Board - Active Member.
National Association of Black Accountants (NABA)
Students News Letter – Chair / Editors
Vice-President – Initiative Tutoring Society Club
Budget Committee – Secretary
Governance Committee – Member
Judicial Committee – Chair



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