*Stacey L. Hunter*

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**Objective:** An energetic, motivated, team player desiring to obtain a position as a Resource/Human Service Manager. Allowing the use of my abilities, experience and organizational skills along with my educational background to help the establishing corporation; its clients and myself achieve attainable goals.

**Education:** A.A. ***General Studies*** & B.S***. in Human Services*** (Southern Wesleyan University)

**Skills:** Over 10 years of Customer Service/Hospitality experience. Knowledgeable in Microsoft Office Word, Power Point and Excel. Typing 55/60 cwpm. Substitute teacher in the school district, level (K-5) and local Church Ministry as coordinator. Assign lessons, assisted with any and all volunteer work to include: math, reading, PE, recess time and special events and all biblical studies.

**About me:** On a professional level my work ethics are of the highest standards. I am conscientious of my responsibilities and I require minimum supervision to assure a task is completed. I possess motivation and initiative. I am very meticulous in regards to details and take pride in doing a job well and thoroughly. I am very efficient at tasks that are assigned to me and set the goals given at top priority. On a personal level, I allow my spirituality, honesty, and integrity to guide me in making sound and correct decisions. I am very competent, energetic and passion when given an assignment and will always put 100% into accomplishing the mission.

**Summary of Positions:**

***Certification Analyst,* 05/2009 – 06/2013 (South Carolina Department of Education).**

* Renew the certificates for teachers in South Carolina
* Processed teacher request for state certificate and renewal
* Process all questions & concerns by phone as it relates to certification
* Customer Service

***ABA/Instructional Aid, 01/2012 – 04/2014* (School District II, Lake Carolina Elementary)**

* Assisted with daily functions of all children: latrine, snacks, recess, lunch lessons etc…..
* Kept daily log/ data during sensory time on students to be used during IEP with teacher and parents.
* Assisted all children with writing patterns to increase writing abilities
* Provided one on one lesson for students to increase learning
* Record, monitor and watch progress to determine learning status
* Monitor behavior such as: yelling, running, leaving, grabbing pushing & rejection…recorded behaviors
* Provided feedback to lead teacher and speech therapist
* Attended and pass all CPI training courses (Crisis Prevention Institute)

***Montessori Coordinator, 04/2014 – 06-2015* (School District II, Pontiac Elementary School)**.

* Assist Lead Teacher with daily function of Montessori activities such as: planning, phone calls, customer services, parent payments, lunch fees, meetings, conferences etc...
* Plan all field trips for students
* Responsible for finding a substitute teacher in the absence of the assigned teacher
* Collect all payments for the Montessori program
* Book tours for the program, take annual applications and process new application for new students
* Book conference room for other/surrounding programs
* Assist teachers with Purchase orders for the program

**References are available upon request.**