

Family Service Coordinator Family Service Coordinator Family Service Coordinator - Blanche  
Community ELC Contact Information Seeking a position with an organization, that will require me  
to utilize skills, and educational background. Also, will provide opportunities to affect others in a  
positive productive way. (917) 698-0860 Work Experience Family Service Coordinator Blanche  
Community ELC April 2016 to Present Database Administrator for over 5 different database Blanche  
Community ELC August 2015 to April 2016 SKILLS Create and promote family engagement  
activities. Family Support Services Maintain and review 100 children records. Database  
Administrator for over 5 different database Microsoft Office Suite applications. Head Start  
Performance Standards Liaison between early learn center, grantee, parents and staff providing  
effective communication. Event Planning Asst. Family Service Coordinator| Blanche Community  
ELC Fundraising Management August 2015 - April 2016 Database Management (Parent Created  
and reviewed children's enrollment and Square, Child Plus, Vendor Portal) health folders.  
Responsible for monthly newsletters and center updates. TRAININGS & CERTIFICATES Worked  
with families on enrollment, and family goal Mandated Reporter setting. Planned and created  
center events. First Aid and CPR Education None in Master is Social Work Candidate 2020  
Fordham University September 2018 to May 2020 Bachelor of Science in Technology Studies  
Farmingdale State College December 2011

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