**Dawn Gordon**

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**OBJECTIVE**

To obtain a position that maximizes my various layers of skills, qualities, and attributes, in addition to being a part of an environment that embraces enthusiasm in hard work, and a determination towards consistency in positive growth.

**EDUCATION**

**American Public University**

Ancient European History: Present – **Master of Arts**

**University of Hawaii, Hilo, Hawaii**

European History: Graduation 2012 – **Bachelor of Arts**

**Awards:**

* + Member of Phi Alpha Theta - History Honor Society
  + University of Hawaii – History Department Honors

**Hawaii Community College, Hilo Hawaii**

Liberal Arts: Graduation 2009 – **Associate of Arts**

**WORK EXPERIENCE**

**E. B. DeSilva Elementary School, Hilo, Hawaii**

Parent Community Networking Coordinator (PCNC): 2004 – 2012

* Coordinate and manage school-wide school-base after school enrichment program each semester
* Recruit, evaluate and hire up to 18 professional instructors for enrichment program
* Coordinate and implement programs such as parental and communal workshops
* Coordinate and implement family-focus events geared specifically towards each individual member of the family
* Coordinate and manage all volunteers and volunteer programs

**Ha’aheo Elementary School, Hilo, Hawaii**

Reading Tutor & Parent Community Networking Coordinator (PCNC): 2003 – 2004

* Tutor 5th and 6th grade students in reading and math
* Coordinate and implement programs such as parental and communal workshops
* Coordinate and implement family-focus events geared specifically towards each individual member of the family
* Coordinate and manage all volunteers and volunteer programs
* Coordinate and implement fundraising projects

**Robert P. Marx, Attorney at Law, Hilo, Hawaii**

Administrative Legal Assistant: 1991 –1995, 1998–2000

* Administrative and paralegal assignments
* Management and processing of Guardian Ad Litem cases

**Xerox Corporation, El Segundo, California**

Executive Secretary: 1987 – 1990

* Full support to Chief Engineer
* Coordinate and scheduling of meetings, conferences, and assignments pertaining to Junior Engineers
* Coordinate seminars and events between labs and technical departments
* Occasional business travel

**KPMG Peat Marwick, Los Angeles, California**

Executive Secretary: 1985 -1987

* Full support to accounting Partner
* Organize support to various department staff
* Coordinate and scheduling of meetings and conferences
* Handling of various forms of correspondence between departments and other businesses.