

**BONNIE C. SILVESTRI**

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**OBJECTIVE**

- To acquire the position of Executive Assistant/Office Manager

**SKILLS**

- Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook
- Adobe Design Premium CS4: Dreamweaver, InDesign, Illustrator
- Proficient in multiple databases: PowerSchool, Filemaker, Munis, Blackboard Connect, SchoolMessenger
- Type 70-90 wpm
- Strong organizational skills
- Excellent office etiquette and customer service
- Proficient in reporting
- Strong written and verbal communication skills

**EDUCATION**

University of Connecticut, Storrs, Connecticut

2001-2005

- Bachelor of Science; Major in Human Development and Family Studies

**RELATED EXPERIENCE**

LEARN, Old Lyme, CT

2007-present

*Office Manager, Development Department*

- Assist and provide direct support to the Director of Development
- Schedule and prepare meetings/workshops/conferences
- Handle telephone and customer communications
- Prepare meeting agendas, write up meeting minutes, and compile workshop/ conference notes for reporting
- Manage conference registrations and travel arrangements for department colleagues
- Keep accurate records of grant information and budgets
- Perform various accounts receivable and payable tasks through Filemaker and Munis databases (create and manage purchase orders, pay invoices, track budgets and pull budget reports)
- Represent the organization at regional education meetings
- Assist with the creation and maintenance of marketing standards for the agency and with the image and upkeep of the agency's websites
- Develop, create, and maintain a new website for an outside district and their schools
- Provide HUSKY Outreach services to districts in the region
- Provide Child Outreach services to a sister agency in Rhode Island
- Assist and provide support to colleagues in a variety of tasks and projects

LEARN, The Friendship School, Waterford, CT

2005-2007

*Administrative Assistant*

- Handled telephone and customer communications
- Greeted and helped families and gave tours to prospective parents
- Directly assisted the Assistant Director with special education functions
- Scheduled Planning and Placement Team meetings (PPTs) and distributed the PPT notices and invitations
- Organized and maintained the special education folders for each student
- Updated and distributed IEPs to necessary staff and parents
- Maintained the database of all special education students and referrals
- Set up and managed the student and staff information and records in PowerSchool
- Enrolled and registered students as well as students who were referred to the school for special education services
- Organized and filed student registration information and forms
- Assisted and supported parents and families, teachers, special services staff, and administration

## **ADDITIONAL EXPERIENCE**

**UConn Child Development Labs, Storrs, CT**

**2001-2005**

*Childcare Assistant, Toddler Room*

- Direct care of toddlers
- Supervised daily routines of children

**EASTCONN, Willimantic, CT**

**Summer 2004**

*Summer Intern*

- Organized beginning teacher portfolio scoring for the BEST program
- Set up and organized workshop sessions

**Child and Family Agency, New London/Groton, CT**

**Summer 2003**

*Teacher's Assistant*

- Assisted master teacher in caring for preschoolers and toddlers
- Sole responsibility of four toddlers in afternoon program

**LEARN ABA Summer Program, East Lyme, CT**

**Summer 2001**

*One-on-one Aide for Child with Autism*

- Oversaw lessons on alphabet/color/shapes/pictures of objects
- Assisted and supervised in all daily activities