

Carmelita Babauta

Barrigada, GU

-Email me on Indeed: <http://www.indeed.com/r/Carmelita-Babauta/e140fce7a4bdee3b>

To contribute to the success and long-term growth of management experience and to participate in organization by capitalizing on my project management experience.

Business Owner/Training Consultant

December 1994 - August 2021 (Present)

Carmen's Driving School/Training Consultant

Trainer/Consultant (Driver/Drug Alcohol Driving Awareness Program/Defensive and Driver Education)

- Reconstruct training operations/ projects to improve efficiency and to ensure facilities meet the latest Covid -19 disease environment, health, and security standards, and comply with government regulations.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Plan, administer, and control budgets for contracts, maintenance, equipment, and supplies.
- Set goals and deadlines for the new training materials/or equipment's.
- Acquire, distribute and education supplies in community organization events.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Program Coordinator II/ Airport Police Training Development

Guam International Airport Authority

December 2016 to April 2017

Supervisor: Lt. Pete Daga, 642-4673

- Responsible for the, development, implementation, coordination, and facilitation of division training and development programs. (Airport Police Officers).
- Develops, coordinates, schedules and maintains all training courses and programs
- Collects, compiles, and reports results of evaluation, attendance, and training data.
- Prepare and document procedures for employees and management who are appointed for training.
- Maintains management training tracking process, enters data, tracks completion and processes communication and certification to recipients and market leadership.
- Implement, Administer, and Maintain a Training Management System
- Researches training suppliers and materials as needed - including details, cost comparison, and timelines.
- Performs other related duties as assigned.

Personnel Specialist II

A.B. Won Pat International Airport Authority - Tamuning, GU

April 2013 to December 2016

- Prepare or maintain employment records related to events such as hiring, benefits, termination, leaves, transfers, or promotions, using human resources management system software.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Prepare hired employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Schedule or conduct new employee orientations.
- Prepare Travel Authorization for Executives and employees
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Confer with management to develop or implement personnel policies or procedures.
- Prepare summary report of qualified job applicants or refer them to managers.

PROFESSIONAL EMPLOYMENT

Program Coordinator III (PBIS Coach)

Department of Education

January 2012 to March 2013

- Coordinate and track school-wide Positive Behavior Intervention coaching with teachers and paraprofessionals in the northern district elementary/secondary schools.
- Plans, schedules, and performs school-wide, small group coaching sessions on methods of managing student behavior based on behavior management and intervention system.
- Assist staff in small groups or one-on-one settings; revises lesson plans or teaching strategy during instructional activities as necessary to achieve goals.
- Present and provide information on observations, data collection, and behavior strategy implementation.
- Present and provide resources for consultation and/or technical assistance to staff regarding behavior intervention strategies.
- Work with building administrator to develop a behavior intervention "process".
- Perform related duties consistent with job description and assessment.

PROFESSIONAL EMPLOYMENT

Program Coordinator II/Detail Program Coordinator III

Department of Public Health and Social Services

June 2008 to January 2012

2 Term

Supervisor: Linda Suspicious

- Oversee the Child Care Development Fund (CCDF) Program.
- Review and interpret Code Federal Regulations (CFR) for Child Care Development Fund (CCDF) prepares, formulate and submit and State Plan for approval.
- Prepare, develop, and trained personnel with CCDF program policy and standard operating procedures (SOP) and program manuals.

- Prepare, develop, and train personnel with CCDF Quality Control Reviewer program policy and standard operating procedures (SOP) for QC Reviewers for CCDF.
- Prepare, develop, and train with licensed operators with Child Care Centers, Group Centers and In-Home Care Providers policy and standard operating procedures (SOP).
- Keep abreast of developments and changes in federal/local laws for proper and timely implementation.
- Prepare the formulation of scope of services and the submission of the Request for Information or Proposal (RFI or RFP) and Work Request for all CCDF activities and vendor contracts..
- Prepare and conduct stakeholder and staff development training for childcare vendors and program staffs on CCDF new or revised policy and/or procedures.
- Analyze training needs to develop new training programs or modify and improve existing programs.
- Coordinate public hearings, state clearinghouse, and administrative adjudication activities based on state plan amendments.

Program Reporting.

- Prepare and compile analysis of CCDF program and fiscal data, annual federal/local reports (ACF 696 financial report)
- Identify significant trends in program participation and/or expenditure amounts for updating program operations, budget, and policies and procedures (FY 2009 Impact Statement)

PROFESSIONAL EMPLOYMENT

Program Coordinator I

Department of Public Health & Social Services

July 2006 to June 2008

Supervisor: David Gumataotao

- Managed Farmers' Market Nutrition Program (FNP) Grant Award
- Oversee the outreach programs for the Women Infant Children Vendor Monitoring/Food/ Delivery/ Farmers Market Nutrition Program (FNP) unit of the Guam WIC Program, Program Management Service, and the Caseload Management.
- Oversee the planning, coordination, training, and implementation a Private Partnership with U.S. Naval Hospital and Guam WIC Program of an additional WIC Clinic Site Office.
- Provide training for License Farmers' registered with the WIC Program annually regarding program policies and requirements.
- Oversee implementation of FNP and coordination of establishment of vendor accounts, contract agreements.
- Ensure that applicable program regulations, contract agreements, state plans, policies and procedures, and reporting and control requirements are met.
- Evaluate program effectiveness by coordinating activities, conducting studies, reviewing incident reports and discussions with employees and Program Manager.
- Confer with Program Manager and other employees concerning the administrative needs and program credits requirements of personnel and vendors in the FNP Program and field operations.

Professional References available when requested.

Education

MPA Master in Public Administration

Guam Community College

High school diploma or GED

Skills

- Program Management
- Teacher Coaching
- Program Development
- Classroom Management
- Fiscal Management
- Behavior Management
- Data Collection
- Research
- Case Management
- Curriculum Development
- Meeting Facilitation
- Employee Orientation
- Process Improvement
- Social Work
- Budgeting
- Strategic Planning
- Writing Skills
- Logistics
- Administrative Experience
- Management
- Recruiting
- Human Resources
- Computer Networking
- Tutoring
- Financial Report Writing
- Fundraising
- Human Resources Management (3 years)
- Developmental Disabilities Experience
- Intake Experience
- Special Education
- Conflict management (2 years)
- Project / program management

- Program design
- Mentoring
- Microsoft Access
- Classroom experience
- Windows
- Clerical experience
- Behavioral Therapy