

EXPERIENCE:

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| June 2011
To Present | Household Manager
<i>Planner and Organizer</i>

• Responsible for planning and organizing events for pre-school aged children.
• Serve as decision maker, and conflict resolution manager.
• Maintain productivity in the household.
• Assist in prioritization guidance. | Pearland, Texas |
| Sep 2014
To Jan 2105 | Little Lambs Learning Center
<i>Substitute Teacher</i>

• Responsible for planning and organizing events for pre-school aged children.
• Taught pre-school aged curriculum to a class of 5-10 students.
• Organized and maintained classroom to maximize learning and engagement of students.
• Assisted in prioritization guidance and other age appropriate life skills. | Pearland, Texas |
| November 2009
To 2011 | Molina Healthcare
<i>Retention Representative</i>

• Performed welcome calls, disenrollment survey calls, and other outbound/inbound member contact initiatives.
• Served as a liaison between Molina Medicare and its current and previous members.
• Responded, tracked, researched, and escalated problems identified by current and previous Molina Medicare members, providers or other Molina employees.
• Served as an interpreter/translator for Haitian members. | Houston, Texas |
| July, 2005
to August 2009 | Nova Southeastern University
<i>Administrative Assistant</i>

• Assisted in the development of new program and grant writing activities including the creation of the course syllabus and other course related material for PUH 5004 - Public Health Grant Writing.
• Maintained calendar for the Associate Dean of the College of Osteopathic Medicine by scheduling appointments involving university administrators, faculty staff and off-campus visitors.
• Coordinated travel arrangements by making necessary reservations for transportation and hotel accommodations and prepared all related travel documents for Associate Dean of The College of Osteopathic Medicine.
• Composed correspondence for supervisor's signature from both written and oral instructions; typed and edited correspondence into final form; proofread and made corrections as necessary.
• Screened incoming calls/mail and, as appropriate, provided requested information, took messages, or redirected inquiries to the appropriate staff member or office.
• Coordinated and organized the office's filing system.
• Booked meetings and organized various sessions by making food orders, setting up the meeting table, copy information packets, set up laptop, etc. | Davie, Florida |

EDUCATION:

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| August, 2006
to May, 2010 | Nova Southeastern University
Bachelor of Science, Psychology, Minor in Substance Abuse Counseling | Davie, Florida |
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RELATED SKILLS:

- Proficient in the following programs for Macintosh and PC platforms: Microsoft Word, Excel, PowerPoint and Outlook
- Type 60 WPM
- WebCT and Sungard Campus Portal (PeopleSoft competitor)
- Conversational Spanish, French and fluent Haitian Creole

References Available Upon Request