

EXPERIENCE:

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| June 2011
To Present | Household Manager
<i>Planner and Organizer</i> | Pearland, Texas |
| | <ul style="list-style-type: none">• 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. | |
| Sep 2014
To Jan 2105 | Little Lambs Learning Center
<i>Substitute Teacher</i> | Pearland, Texas |
| | <ul style="list-style-type: none">• Responsible for planning and organizing events for pre-school aged children.• Teach pre-school aged curriculum to a class of 5-10 students.• Organize and maintain classroom to maximize learning and engagement of students.• Assist in prioritization guidance and other age appropriate life skills. | |
| November 2009
To 2011 | Molina Healthcare
<i>Retention Representative</i> | Houston, Texas |
| | <ul style="list-style-type: none">• Perform welcome calls, disenrollment survey calls, and other outbound/inbound member contact initiatives.• Serve as a liaison between Molina Medicare and its current and previous members.• Respond, track, research, and escalate problems identified by current and previous Molina Medicare members, providers or other Molina employees.• Serve as an interpreter/translator for Haitian members. | |
| July, 2005
to August 2009 | Nova Southeastern University
<i>Administrative Assistant</i> | Davie, Florida |
| | <ul style="list-style-type: none">• 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 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. | |

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