

# Erinn Bean

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## Current Position

### Senior Guidance Assistant | Achievement House Cyber Charter School

(Temp began December 2013) February 2014 – Present

- ❖ Add/edit data in Administrator's Plus with student schedule, demographics, etc.
- ❖ Maintain SharePoint calendar for counselors
- ❖ Coordinate Graduation ceremony with staff and faculty
- ❖ Manage regular mailings for school counselors using Word and Excel
- ❖ Monitor student files and supply student records when requested
- ❖ Established and maintain the AHCCS Alumni Association

## Leadership Experience

### Director | Christian Life Academy of Early Learning

November 2011 – June 2013

- ❖ Maintain DPW and Keystone STARS licensing through annual review
- ❖ Develop and execute programs for Summer Camp for students 12 months to 6 years old
- ❖ Lead trainings and meetings to cultivate staff professional development
- ❖ Manage schedule for school events and substitute teacher assignments

### Student Program Co-Director | St. Andrew's UMC

June 2009-June 2012

- ❖ Published comprehensive safety policy
- ❖ Developed and taught girls small groups curriculum according to current student issues
- ❖ Organized and chaperoned youth events
- ❖ Researched information for youth events, leadership opportunities, and appropriate curriculum

### Secretarial Assistant | Cairn University Education Department

January 2009 – December 2009

- ❖ Archived and maintained data
- ❖ Regulated calendars for faculty and staff
- ❖ Assisted professors with projects and materials
- ❖ Created spreadsheets for student clearances and maintained all current data Sales

### Associate (MSA) | New York and Company

September 2007 – January 2010

- ❖ Upsold clothing to customers according to their needs
- ❖ Personally opened and closed store
- ❖ Maintained marketing and floor sets
- ❖ Processed and organized shipment

## Other Experience

### Faculty Member | Cheltenham Child Development Center

September 2010 – June 2011

- ❖ Integrate various subjects into Language Arts and Math curriculum
- ❖ Cooperate and plan with administration and teachers
- ❖ Instruct elementary-aged children in all subject areas
- ❖ Create and develop lesson plans, projects, and learning resources for elementary classrooms
- ❖ Regulated and carried out discipline in the classroom

## Education

### Cairn University | Langhorne, PA

May 15, 2010

- ❖ Masters in Elementary Education and Bachelors in Bible
- ❖ Masters GPA: 3.8