***Name: Sakeenah Peete***

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***Objective:*** My goal is to acquire a position in an organization where my skills and qualifications will be utilized to provide outstanding customer service while serving and meeting the needs of people. I desire a challenging position where I can help others develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

***Summary of Qualifications:***

**Staff Training & Motivation:** I have a successful career record of motivating personnel to perform at high efficiency levels. I possess a talent for recruiting, hiring, and developing support staff. I am also a team player and always willing to share knowledge to attain corporate goals.

**Leadership & Management:** I have exceptionally strong multitasking abilities. In the recent past it has been my pleasure to plan curriculum for students and families. I have been able to assess and determine areas of strength and growth both in my students, families and myself through this process. During my time as a Food Service Coordinator I’ve planned and served affairs for 250+ developed menus coordinated delivers, and supervised personnel. I was required to direct kitchen operations, purchasing budget, inventory planning, menu development and pricing, staff scheduling, vendor contracts, regulatory compliance, and food/labor cost and controls and did so successfully.

**Counseling & Administrative:** I have over 10 years of Solid Experience in counseling along with excellent organizational, interpersonal and communication (both written and spoken) skills. I have a remarkable knowledge and understanding of counseling theories and techniques for individual and group counseling. Given my ability to demonstrate an awareness of the cultural differences and needs of students in a school into today’s urban setting, I’m sure I can be an asset to any organization. I possess a sound knowledgeable of local and state service agencies. I have an immense ability to follows procedures in making referrals and the ability to maintain communications with local agencies. Great program planning and leadership skills are strengths for me. I am also proficient at making administrative and procedural decisions and judgments on sensitive, confidential issues. I have great skill in examining and re-engineering operations and procedures, formulating [policy](http://jobbankusa.com/resumes/free_samples/examples_templates_formats/counselor.html), and developing and implementing new strategies and procedures and the ability to develop, plan, and implement short- and long-range goals. With solid ability to gather data, compiles information, and prepares reports, excellent ability to develop and present educational programs and workshops and deep ability to develop and maintain record-keeping systems and procedures I would love to interview with you.

**Resume of Experience:**

**\*Logos Academy, York, PA *2013-Present***

***Upper School Teacher***

* Outgoing and energetic with strong communication and interpersonal skills.
* Demonstrated organizational and time management skills.
* Ability to work well within a team, handle multiple tasks and identify and swiftly solve problems.
* Strong computer proficiency skills that include managing sponsor information.
* Effect lesson planning and student developmental instruction.
* Work with students and faculty to maintain culture of classical, intercultural educational setting.
* Works in a team environment to effectively represent the organization's mission.
* Ability to effectively manage classroom and student behavior according to school policy.

**\*Logos Academy, York, PA *2011-2013***

***Food Service Coordinator***

* Proven volunteer experience where your leadership style facilitates successful event planning.
* Experience recruiting, training and delegating assigned tasks to a workforce of volunteers’ event supporters.
* Outgoing and energetic with strong communication and interpersonal skills.
* Demonstrated organizational and time management skills.
* Ability to work well within a team, handle multiple tasks and identify and swiftly solve problems.
* Strong computer proficiency skills that include managing sponsor information.
* Mobilize committees to facilitate the planning of volunteer teams to ensure support for successful events.
* Work with students and faculty to maintain or implement Pennsylvania Fresh Fruits and Vegetable Program
* Works in a team environment to effectively represent the organization's mission.
* Assist Food Service Managers in promoting and implementing programs according to government regulations.
* Stock and maintain control of inventory weekly.
* Order supplies from several vendors on a weekly basis.
* Update kitchen regulations according to health department codes and safe serve requirements.
* Host tours of facility to prospective clients.
* Contract writing for building and catering rentals.
* Writing menus using Primer Edge and producing production records according to state regulations
* Guide and assist the supportive services division

**\*York City School District, York, PA**

***Cafeteria Aide 2010-2011***

* Assisted cook with kitchen responsibilities such as serving food, cleaning kitchen, counting inventory, and maintaining order in kitchen area during student lunch periods.
* Arrange menus, prepare and cook food for servers to serve students on line.
* Stock inventory weekly and help prepare orders to be taken for vendors.
* Clean kitchen and prepare line for serving students and staff.
* Responsible for managing all the credit card and cash transactions in cafeteria environment.
* Daily closed store properly and secured building.
* Responsible for balanced cash draw at close of shift.
* Responsible for back up inventory ordering and shelf stocking.

**\*Summit Quest Academy, Ephrata, PA *2007-2010***

***Counselor Aide/Team Lead***

* Provided supervision for a group of 20 youth counselors and worked directly with a diverse   
  population of 200 male juvenile offenders.
* Designed and implemented rehabilitation programs designed to help facilitate a smooth transition for children who would return to their regular families and schools upon completing their term at Summit Quest Academy.
* Established group therapy methods and a theatre arts program.
* Assisted case therapist and case managers with treatment for teenaged sexual offenders as part of a five step treatment program.
* Arrange schedule and transport clients to various appointments and activities.
* Assisted clients in caring for themselves and other necessary activities of daily living.
* Coordinated the summer program schedule with recreational activities, therapy and outings.
* Helped to maintain monthly client reports and records.
* Worked with social services department, families and various community agencies.
* Guide and assist the supportive services division
* Maintaining confidentiality in all aspects on the firm’s dealing and working.

**\*Pinkney’s Vineyard of Faith Ministries, Mount Wolf, PA 2005 - *2007***

***Administrative Case Manager/ 2nd Shift Supervisor***

* Provided supervision for a diverse population of 20 female juvenile offenders.
* Implemented rehabilitation programs designed to help facilitate a smooth transition for children who would return to their regular families and schools.
* Established group therapy methods and a theatre arts program.
* Assisted clients with activities of daily living for themselves and their children.
* Counsel students on defining career and work related goals and objectives.
* Planned activities, chores, and menus for the clients.
* Train, supervise and evaluate staff and coach improvement management skills.
* Stocked supply closets and completed a monthly inventory of supplies.
* Worked with social services department, department of welfare, child protective services, and other agencies.
* Maintaining confidentiality in all aspects on the firm’s dealing and working.

**\*C-Work Solutions, York, PA *2000*-*2005***

***Office Coordinator/Administrative Assistant***

* Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
* Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
* Operate desktop computer to compose and edit correspondence and memoranda from dictation, verbal direction and from knowledge of policies of established departments/divisions; prepare, transcribe, compose, type, edit and distribute agendas and minutes of numerous meetings.
* Schedule and coordinate meetings, interviews, appointments, events and other similar activities for supervisors, which also include travel and lodging arrangements.
* Maintained the firm’s website.
* Maintained a calendar and co-ordinate the workflow and meetings.
* Gave orientation for new employees.
* Arranged commutation for staff and maintain a leave log.
* Maintaining confidentiality in all aspects on the firm’s dealing and working.

**\*Taxes Prepared & North York Notary, York, PA *1999-2002***

***Accounts Payable Clerk/Tax Preparer***

* Developed and maintained over 200 clients of private tax preparation service with revenue of $150, 000.
* Conducting initial meeting with clients and follow-up with clients to obtain any outstanding information.
* Scanning and emailing required documents and completing timely and accurate tax returns using Peachtree & HR Block Software.
* Reviewing tax returns and answering tax related questions for clients, prospects, and financial advisors.
* Received and processed A/P invoices
* Performed A/P tasks, date-stamping of invoices, filing, reviewing, securing authorization for invoice payments and entering invoice into Peachtree.
* Prepare paperwork for W-2 and W-9.
* Processed payroll for several small business in York County community.
* Processed all employer taxes for small business owners.
* Reconciled bank statements and profit and expense reports.
* Created Excel spreadsheets using company product information.
* Processed federal, state, and local personal and corporate tax returns

***Education & Training:***

***William Penn Senior High School***  *1994-1996*

Graduated (General Equivalency Diploma)

***Yorktowne Business Institute***

*Associates in Computerized Accounting Class of 2000 GPA 3.5\**

*Associates in Business Management*

***Eastern University***

*Bachelors in Organizational Leadership Class of 2011 GPA 3.97\**

***Eastern University***

*Master’s Degree in Business Administration Class of 2013 GPA 3.98\**

***Aspen University***

*Ph.D. in Educational Leadership EDC 5/2016 Currently 3.95*

***Awards & Achievements:***

* *Medical Transcription I & II Course: Certificate of Achievement.*
* *Career Development II Course: Outstanding Professionalism Award.*
* *Career Development II Course: Team Player & Class Participation Award.*
* *Career Development II Course: Excellent Attitude Award & “Employee of the month”*
* *Recognized during Business Education Week.*
* *Accounting II Course: Certificate of Achievement.*
* *Tax Accounting Course: Certificate of Achievement.*
* *Accounting II Course: Certificate of Achievement.*
* *Delta Mu Delta Honor Society 2011*
* *National Merit & Honor Society 2012*

***References***

**Angel Newson-Gibson Phone: 717-654-7352**

**Science Teacher Monday-Friday**

**New Oxford High School 8:00am-5:00pm**

**\*Professional**

**Cordella Robinson Phone: 717-659-3663**

**Administrative Assistant Monday-Friday**

**Graham Packaging 8:00am-5:00pm**

**\*Professional**

**Dana Yoder Phone: 717-547-3284**

**Contract Analyst Monday-Friday**

**Department of Health Commonwealth of PA 8:00am-4:30pm**

**\*Professional**

**Jasmine Williams Phone: 717-318-0039**

**Nursing Assistant Monday-Friday**

**Bayada Nursing 8:00am-8:00pm**

**\*Personal**