

# JANE REMINGTON

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## MANAGEMENT PROFILE

***Operations Oversight • Team Leadership & Training • Conflict & Dispute Resolution***

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Highly accomplished professional with diverse experience poised to transition solid background in special education and rehabilitative counseling to excel in a management position within the retail industry. Offer outstanding team leadership, behavioral management, and conflict resolution skills. Exceptionally organized and disciplined; possess well-developed interpersonal skills and the ability to motivate and direct others in a supportive, cooperative team environment. Business administration expertise; coordinate with management, cross-functional teams and vendors in the execution of daily tasks and functions. Generate and maintain records and reports, secure equipment and supplies, and comply with all administrative and district policies and regulations.

### CORE COMPETENCIES

- Team Leadership & Training
  - Time & Behavior Management
  - Community Outreach & Service
  - Operations Management
  - Cross-functional Team Coordination
  - Conflict & Dispute Resolution
  - Policy & Procedure Administration
  - Vendor Relationships
  - Counseling & Coaching
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## PROFESSIONAL EXPERIENCE

**HAZELWOOD DAY TREATMENT CENTER** – Selden, NY, 1988-Present

### Special Education Teacher

*Serve as Teacher and Counselor for this Day Treatment Center for emotionally disturbed/conduct disordered children serving 90 students in 6 to 10-member group settings.*

Teach science and history to emotionally disturbed / conduct disordered high-school children in rehabilitative setting. Coordinate with teachers' aides, administrators, social workers and parents to evaluate and tailor program to each child's individual abilities and needs. Teach socially acceptable conduct; administer rewards and incentives programs to reinforce positive behavior.

Employ behavior analysis / assessment techniques to detect and mitigate conflicts. Instruct children on basic development skills including goal setting and attainment, emotional and financial independence, and self-advocacy. Maintain accurate and complete student records; prepare reports on children and activities as required by laws, district policies, and administrative regulations.

### Key Contributions:

- Trained local and remote teachers, aides and school officials in the administration of integral tasks and functions.
- Organized and led seminars for the Suffolk County School District's "Youth Development" educational campaign initiative.
- Spearheaded and promoted innovative programs and initiatives including onsite development of a discount store to support the needs of impoverished students and their families.

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- Consistently recognized on both oral and written evaluations as “exceeding expectations” with relation to orderliness, timeliness, patience and the ability to communicate effectively to students, parents, teachers and administrators.
- Received special invitation from principal to become school administrator, as a result of outstanding performance and the ability to function effectively in all environments and settings.

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*Prior experience includes Customer Support, Sales and Inventory Management for Kids R' Us of Oakdale, NY, Nordstrom of Merrick, NY and Sports Authority of Smithtown, NY*

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### **EDUCATION AND CREDENTIALS**

**Master of Science in Special Education • Hofstra University – Hempstead, NY**

**Master of Science in Early Childhood Education • Hofstra University – Hempstead, NY**

**Bachelor of Science in Education, Minor in Special Education • Stony Brook University – Stony Brook, NY**

**Bachelor of Science in Sociology, • Stony Brook University – Stony Brook, NY**

#### ***Professional Development***

Interactive Educational Approaches

### **PROFESSIONAL ASSOCIATIONS**

New York State United Teachers (NYSUT)

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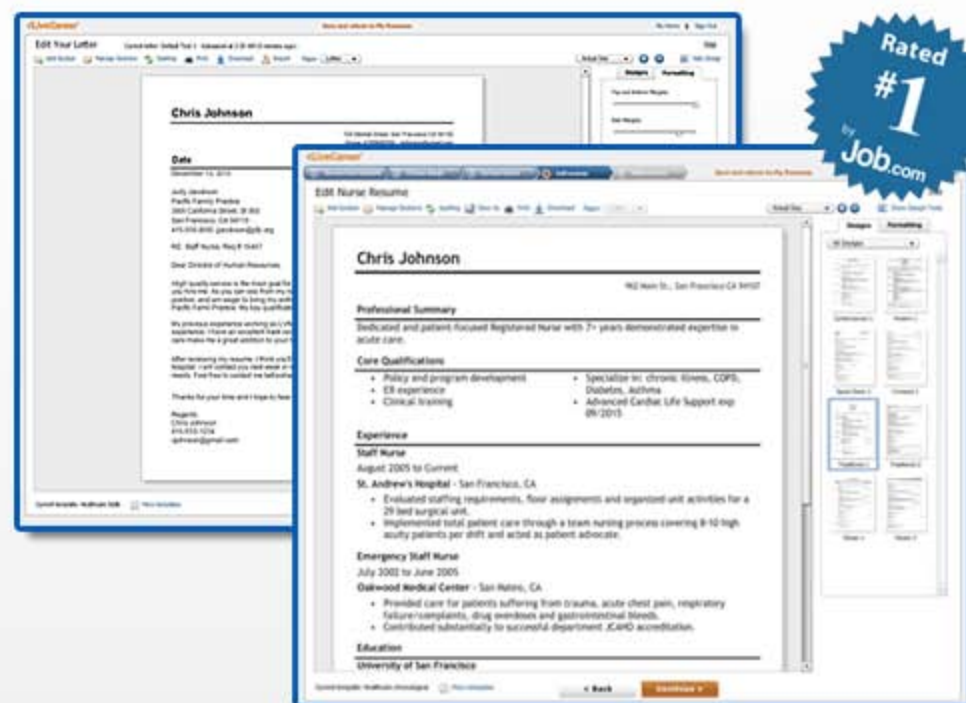
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### Customer Reviews

"I was completely unaware of what companies are looking for in a resume. This product helped me word and format my professional resume and the examples were extremely useful. Overall, this is a great product. I would highly recommend these services." - A. Danihels

"This resume tool is so much better than templates - just upload or enter your resume content and you get your choice of designs. It's magical! Anyone can benefit from this tool: from students to executives!" - Belinda Yanda

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