

Isabella Beech

1111 Foothill Blvd, San Diego, CA 92107
(858) 555-1212

Qualifications for Management and Human Resources

A motivated team player with demonstrated leadership and problem-solving abilities offering over twenty years of diverse professional experience. Possess a background highlighting effective communication skills and business adaptability, consistently resulting in win-win situations.

Professional Expertise

- ◆ Well organized and detail-oriented with excellent time management skills
- ◆ Excellent oral and written communication skills with both co-workers and customers
- ◆ Ability to multi-task and work well under pressure
- ◆ Adept at working independently and in a group setting
- ◆ Hard-working and conscientious with a positive, upbeat attitude

Career Progression

- PreSchool Photo**, Co-Owner and Office Manager/Bookkeeper 2004-Present
- ◆ Started business from the ground up and developed strategic marketing plan to grow client base from thirteen accounts to over forty in less than four years
 - ◆ Scheduled appointments with over forty child-care centers and coordinated mailing of all materials
 - ◆ Handled incoming orders and processed account receivables and payables
- United Cerebral Palsy Child Development Center**, Lead Teacher Assistant 2003-2004
- ◆ Demonstrated patience and understanding while caring for children with special needs
 - ◆ Developed, designed and implemented indoor and outdoor activities and educational lessons
- Alphabet Gang Child Care**, Pre-School Instructor 1996-2003
- ◆ Created a safe, comfortable and fun learning environment for children ages infant to twelve
 - ◆ Coordinated student activities and off-campus field trips to promote learning in a fun atmosphere
- San Diego County Public Schools**,
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| Extended Day Program Coordinator, Rolling Hills Elementary School | 1986-1996 |
| Substitute Teacher, Rolling Hills Elementary School | 1993-1994 |
| Additions Volunteer Coordinator, Meadowbrook Junior High School | 1985-1986 |
| Additions Volunteer, Orange Center Elementary School | 1981-1986 |
- ◆ Experienced in working with whole class, small group or one-on-one learning environment
 - ◆ Coordinated, supervised and trained staff members through regular team meetings, staff development activities, daily on-the-job supervision, and staff evaluations as needed
 - ◆ Oversaw registration of children; maintained enrollment and attendance records while establishing appropriate relationships with parents through the intake and orientation process

Education

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| ◆ CDA Certificate | ◆ CPR Certified |
| ◆ Thirty Hours Child Development | ◆ Basic computer proficiency |
| ◆ First Aide Certification | ◆ GED Diploma |
| ◆ Ongoing workshops and seminars in childcare and management | |

Memberships & Achievements

- ◆ Training Coordinator
- ◆ Member Advisory Committee for Extended Day and Off Campus Sites
- ◆ Orlando Sentinel Journalism Award

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A motivated team player with demonstrated administrative, communication and problem-solving skills. Over 20 years administrative, program coordination and teaching experience. Proven track record of improving profitability and work processes while motivating others to do the same. Stellar work ethic with the ability to foster positive and productive relationships with both staff and customers.

Highlighted Areas of Expertise:

- Detail Oriented
- Efficient at Multi-Tasking
- Effective Problem Solving
- Strong Work Ethic
- Project Management
- Excellent Communication Skills

Administrative and Bookkeeping Experience

Office Manager/Bookkeeper, Co-Owner

4EverMoments Photography, Orlando, FL

2004 to Present

Provides photography services to over 40 corporate and private child care facilities including Bank of America, Citi Card, Florida Hospital Children's Academy and University of South Florida.

- Developed and implemented a strategic marketing program for this start-up business resulting in a 300% growth in client base, from 13 to 40 accounts, in four years.
- Created and manages an efficient process of recording, tracking and submitting up to 5,000 orders per year.
- Processes accounts receivable and payables, inclusive of recording batch payments as submitted by clients.
- Performs detailed bank reconciliations and maintains meticulous records in preparation of financial reports.
- Highly regarded by clients for providing a superior level of customer service and support.
- Effectively coordinates picture days at each location according to client specifications.
- Implemented a competitive strategy of delivering picture proofs to the client within one week of picture day.
- Efficiently coordinates picture day schedule and handles travel logistics for photography staff.

After School and Pre-School Instructor/Coordinator Experience

Lead Teacher Assistant

United Cerebral Palsy Child Development Center, Orlando, FL

2003 to 2004

- Designed, developed and implemented activities and educational instruction for children with special needs.

Pre-School Instructor

Alphabet Gang Child Care, Orlando, FL

1996 to 2003

- Created a student activities program to promote learning such as educational field trips.

Extended Day Program Coordinator and Substitute Teacher

Orange County Public Schools, Rolling Hills Elementary School, Orlando FL

1986 to 1996

- Recognized by school principal as being directly responsible for the success of the Extended Day Program, which grew from 35 to 165 students.
- Appointed by the Community School Administrator as "Site Trainer," to provide education to Extended Day staff.
- Successfully managed before/after school and full day summer programs for elementary school children.
- Performed all bookkeeping duties for weekly student payments and entrusted with handling bank deposits.
- Concurrently provided services as a substitute teacher for one year from 1993 to 1994.
- Recognized by parents as providing superb care and educational opportunities to the children.
- Named as Advisory Committee Member for Extended Day and Off Campus Sites.

Computer Skills

~Proficient with Microsoft Word, Email and Internet Navigation~

Education and Training

Child Care Development Specialist Apprenticeship, Florida Department of Labor and Employment Security

Certified Substitute Teacher, Florida Division of Education

CPR and First Aid Certified, Red Cross

Participated in numerous workshops and seminars in childcare and management, Orange County Public Schools