

Mrs. Darlene L. Ruff-Haymanpurnell

7124-26 Chew Avenue
Chestnut Hill-Mount Airy
Philadelphia, pa 19119-1816
Home: (215) 248-2271
Cell: (215) 313-5815

EDUCATION

Germantown High School
HS Diploma

Philadelphia Community College
Associates Degree in Humanities; Minor in Business Administration

Certifications from Philadelphia Federation of Teachers

Classroom Management 1 & 2, Anti-social Behavior (early & secondary education), and Effective Teaching

EMPLOYMENT

Evelyn J. Jordan, Inc. ***2009 to 2013***
Administrative Assistant

The School District of Philadelphia ***1993 to 2009***
Many job titles over the years including the following-

- **Non-Teaching Assistant** monitoring hallways, detention rooms, and classrooms as needed.
- **Classroom Assistant to teachers** – assisted in grades 10th & 12th in American history, English I, and English II. Also, assigned to the Dean of Student's office for two periods out of the school day.
- **Bilingual Counselor Assistant**- attended ESL student's IEP meetings, made home visits, noted progress, assisted with testing, and scheduled follow-up appointments.
- **Administrative Assistant** -scheduled meetings, setting up interviews, interviewed candidates for employment, computer skills, processed paperwork, completed payroll, filed, copies, ran errands, data entry, assisted other administrators, and processed billing.
- **Talent Coordinator** - directing talent shows for students, recording artist, producers, managers, parents, producing talent shows, etc.
- **Truancy Officer**- (1998 to 2006-while working with School District) - kept truancy files and made home visits.

Wordsworth Academy ***Summers of 1996 to 1998***
Teen Counselor

Woods Services ***1993- 1996***
Residential Counselor

References

Ms. Brenda Fletcher (retired high school teacher)
Home: (215) 424.0820
Cell: (215)518.1805

Ms. Evelyn J. Jordan-Isom (retired teacher/bank VP)
Home: (215)722.6617
W/c: (215)501.9446
Email: jean7792@msn.com

Mrs. Michelle Stokes
School District of Philadelphia
(215) 400.4000

Lawrence L. Dempster
Assistant VP
School District of Philadelphia