

Desiree Cruz

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(267) 977-1793

EDUCATION

Pennsylvania State University

B.S Integrated Social Sciences, Psychology and Sociology Concentrated
Expected Graduation Year: 2019 (93 credits taken)

WORK EXPERIENCE

The Lighthouse

After-School Program Coordinator June 2013 - September 2015, May 2016 - Present

- Monitor, assess and remediate student performance.
- Develop and implement comprehensive lesson plans that accommodate specific skills students have while offering support to make sure students knew the material.
- Identify, select, and modify resources to meet students' diverse needs
- Assist the teacher in whole class and individual student support.
- Develop after school programs that not only engaged students but administration as well
- Instruct children in activities designed to promote social, physical and intellectual growth through PBL.
- Record students attendance and implemented projects through PCAPS Database.
- Work cooperatively with school staff and parents
- Sending monthly reports to the supervisor
- Served as a receptionist on occasion. Duties included answering phone calls, filing paperwork, and greeting parents

The Lighthouse

Family Service Worker September 2015 - May 2016

- Complete and maintain an individualized family needs assessment; develop a family action plan based on family objectives, strengths and resources.
- Coordinate support services, referrals, and follow-up to meet family needs; arrange for crisis intervention, emergency assistance, appropriate counseling or mental health services for participants.
- Establish and maintain complete, up-to-date files, including health records and all required program forms through ChildPlus Database.
- Build relationships with families; complete family needs assessment and develop a family action plan based on family objectives, strengths, resources.

- Sending monthly reports to the supervisor

The Lighthouse

Group Leader September 2011 - June 2013

- Implemented the After School programs curriculum, helping school age children to improve literacy and physical fitness in an activity based after school environment
- Supervised, participated in, and administered recreational activities for children
- Provided a safe and fun environment for participants in the After School program
- Worked cooperatively with school staff and counselors. Create and keep records of lessons plans
- Maintained accurate program documentation such as incident/accident reports, attendance, and sign-in / sign-out sheet

SKILLS / STRENGTHS

- Proficiency with Microsoft Office (Word, PowerPoint, Excel)
- Able to work independently with limited guidance
- Problem-solving and decision-making
- Detail-oriented
- Flexible/Adaptable
- Organize, plan, and prioritize work
- Computer/Technology
- Responsible
- Dependable

HONORS / AWARDS

- PAL (Police Athletic Leagues) M.V.V (Most Valuable Volunteer) Award of the School Year of 2016 - 2017
- Pennsylvania State University Student Success Scholarship \$3,000 for Fall 2017