

KAYLA LEVERIDGE

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~ Over 5 years of success in Management and Administrative Skills ~

Accomplished Center Director and Educator experienced in developing programs and leading teams to achieve company goals and objectives. Particularly strong in resource allocation and overall program management. Equally skilled in teaching early childhood children Math, Reading, Language Arts, Social Studies, Science etc., Highly effective time manager with excellent organizational and follow-through abilities. Solid communication and leadership skills; able to interact with individuals at all levels. Pursue all assignments with excellence, collaboration, and highest ethical standards.

Areas of expertise include:

- .3 Years Administrative **Director exp**
- . **3 years secretarial exp**
- . **Currently a CNA**
- . **Great knowledge of medical terminology**
- . **3 years food service exp**
- . 3 years of excellent **Customer Service**
- . **Great typing skills**
- . **Strategic and Critical Thinking Skills**
- . **Excellent knowledge of Microsoft office**
- . **Excellent knowledge of DPW standards**

PROFESSIONAL EXPERIENCE

1ST IMPRESSION LEARNING CENTER

PHILA, PA.

2013 – 2016

ADMINISTRATIVE DIRECTOR

- Supervise a team of 9 teachers and 58 students.
- > Appointment setting
- > Registration
- > Collect and verify copay
- Interact with parents and vendors at all levels, including scheduling and facilitating meetings.
- Oversee all daily operations and administration, including responding to emails in a timely manner, typing, faxing and scanning.
- Maintain center in compliance with all DPW standards.
- Write policies and procedures to maximize efficiency and ensure compliance with all state and local regulations.
- Create staff schedule and conduct meetings with faculty, parents, and vendors.
- Control the Childcare's lunch program from CBS.
- Participate in the budget process for the center ensuring profitability.
- Investigate all complaints and address appropriately and promptly.
- Hired, trained and disciplined staff, including preparing performance evaluations.

TREASURE ISLAND ACADEMY

UPPER DARBY, PA.

2010 – 2012

PRE-K TEACHER

- Taught early childhood Math, Language Arts, Science, Social Studies and Arts and Crafts.

- Participated in Parent/Teacher's conferences.
- Helped coordinating field trips.
- Prepare performance evaluation for students.

BLAIR CHRISTIAN ACADEMY

PHILA, PA

2009 -2010

TEACHER'S ASSISTANT IN PRE-SCHOOL DEPT.

- Supported teacher in teaching Math, Reading and Phonics, Language Arts, Science, Social Studies and Arts and Crafts.
- Participated in Parent/Teacher's conferences.
- Worked one-on-one with students.

EDUCATION / OTHER QUALIFICATIONS & SKILLS

Community College of Philadelphia, Philadelphia, PA. ✧ Associates Degree in Arts Elementary Education,
June, 2011

Proficient in MS Word, Windows XP, Excel, PowerPoint ✧ Innovative ✧ Client Focused
✧ Adaptable ✧ Strong project management skills ✧Excellent communicator.

Philosophy in life: *"When you think you've done enough, there is always one more thing you could have done"*

REFERENCES ARE AVAILABLE UPON REQUEST.