

**Lori Weimar**  
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## **OBJECTIVE**

To obtain a position that will utilize my skills, abilities and experience to contribute to the company's success.

## **EDUCATION**

**Mansfield University**  
Bachelor of Science, Psychology

August 1994 – May 1998  
Mansfield, PA

## **SKILLS**

- Able to multi-task
- Able to work on a team
- Able to work in a constantly changing work environment
- Maintain strict levels of confidentiality

## **EXPERIENCE**

**Lead Teacher**  
Schoolhouse Learning Center

April 2018 - Present  
Southampton, PA

**Teacher/Administrator,**  
Storybook Children's Center

July 2008 – September 2017  
Philadelphia, PA

**SUPERVISES STAFF:** Hires staff to take care of the daycare attendees who might be preschool and school aged children; Ensures the staff's professional development and that the staff members meet at least minimum regulatory requirements; Ensures staff members receive the appropriate training as required by industry and government regulations.

**MANAGES FINANCES:** Manages the facility's spending and income; Establishes the fees and charges associated with programs that the daycare center provides; Takes care of billing and collecting fees; Maintains accounting records; Processes payroll; Tracks vendor invoices, reconciles bank statements; Approves funds for field trips and special or additional events and activities.

**DEVELOPS PROGRAMS:** Develops educational programs that adhere to child care standards; Plans lessons for children and schedules activities that coordinate with lesson plans; Works with child care protection services when a child's home is unsafe.

**COMPLIES WITH REGULATIONS:** Ensures compliance of the state's stipulated norms and regulations; Ensures the facility renews licenses and certifications on time; Prepares

reports regarding daycare operations for government review; Ensures the staff maintains the minimum educational requirements, and keep appropriate caregiver to attendee ratios; Maintains safety standards, ensuring the quality and variety of food and providing a clean environment for attendees.