

Ebony Baskerville

Philadelphia PA 19139 | 646-629-7848 | Ebonybaskerville4@gmail.com

Professional Summary:

Working with families for four years helped me realize that I can assist society better by making an impact within the company. For this reason I chose to obtain my MBA and change my career field. I am interested in improving work atmosphere within a company I can grow in.

Core Competencies:

- Microsoft Office (Word, Powerpoint, & Excel)
- Organization
- Scheduling
- Verbal & Written Communication
- Public Speaking
- Project Management
- Call Center

Education:

MBA: Management (Human Resources)

Fall 2015-Spring 2017 University of Bridgeport Bridgeport, CT 06606

Human Development & Family Relations (Child Care Management)

Spring 2011- Spring 2014 SUNY Plattsburgh Plattsburgh, NY 12901

Experience:

Behavior Interventions Inc. - Phila, PA

Registered behavior technician September 2018-Present

Aide in providing support to achieve client's goals

Collect measurable data on client's progress

Ensure that client's needs are being met

Children's Playhouse/Precious Angels - Philadelphia, PA

Preschool Teacher/Program Teacher July 2016 - September 2018

Maintained portfolios for the students

Completed students' evaluations and assessments

Conducted quarterly parent-teacher conferences

Implemented curriculum that promoted physical, mental, and socio-emotional development

Communicated with parents about children's daily learning progress

Aerotek - Bridgeport, CT

Customer Service Representative January 2016 - February 2016

Managed inbound & outbound calls

Collected payments for accounts

Answered customers' inquiries

Activated & deactivated services

Child Care Coordinating Council - Plattsburgh, NY

Intern January 2014 - May 2014

Referred families to child care providers

Coordinated family workshops

Supervised children during play groups

Completed & updated quarterly reports

SUNY Plattsburgh Dean's Office - Plattsburgh, NY

Office Administrator January 2012 - January 2014

Received incoming calls

Answered inquiries regarding academics

Organized, filed, & sorted paperwork

Delivered documents to recipients

Utilized Microsoft products to complete projects