

Olivia Alejandre
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Objective: I seek to continue my career with Box Elder School District. I possess the qualifications, motivation, and determination to be successful in this position.

Relevant Experience:

August 2017 – Present YMCA; Site coordinator AS/Summer Program Manager /Youth Development Asst Director

- Oversaw the duration and flow of 18 afterschool programs
- Created a professional relationship with families, school administrators, staff, and students.
- Conducted trainings, site coordinator meetings, and acted as an advocate for coordinators.
- Met with principals and school teams and partners to create MOU build outs
- Managed up to 13 school sites with an average of 400 students and 3 staff each
- Conducted summer activities, licensing standards, and safety standards.
- Conducted, planned, and organized Community gathering
- Verified and adjusted employee time cards.
- Interviewed and hired appropriate staff according to ratio, qualifications, and needs
- Attended various community gatherings and specific conferences to enhance knowledge.
- Recruited volunteers and organized any donations.

June 2016 – August 2017 Discovery Clubhouse; Director/Lead Teacher

- Created partnerships with local recreational facilities for summer camp programs.
- Recruited students through community gatherings to ensure high enrollment.
- Trained employees on program policies to ensure adherence to licensing standards.
- Collected tuition, completed payroll, managed overtime and ensured labor compliance.
- Created appropriate grants and funding to provide appropriate education resources.
- Communicated to local non profits and partners with specific people to maintain the partnership

April 2014- Dec 2016 Kama'aina Kids; Assistant Director

- Overlooked scheduling and made necessary changes to accommodate availability of staff. .
- Collected tuition from parents, and addressed their concerns in a professional matter.
- Created schedules and newsletters using Microsoft Office Suite and Clock Wizard.

Education:

<i>Present</i>	Salt Lake Community College	Early Childhood Development
	Weber state University ,	Family and Child studies
<i>2005</i>	Ogden High School	High School Diplom

Certifications: CPR/First Aid, Food Handlers Permit