

OLIVIA SMITH

After School Director

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PROFESSIONAL SUMMARY

Innovative After School Director with 10 years of experience dedicated to enriching children's lives through engaging programming and strong community ties. Expert in fostering a safe, inclusive environment while leading teams to achieve educational excellence. Committed to continuous improvement and holistic development, ensuring programs meet both regulatory standards and the diverse needs of students.

WORK EXPERIENCE

After School Director Apr / 2018-Ongoing
Pineapple Enterprises Santa Monica, CA

- Supervised and actively engaged with children to ensure a safe and stimulating environment.
- Developed and implemented age-appropriate, enriching activities tailored to diverse learning needs.
- Maintained a positive atmosphere through effective communication and conflict resolution.
- Managed logistics for transportation and organized field trips to enhance educational experiences.
- Collaborated with families to foster supportive relationships and address individual student needs.
- Oversaw program materials and resources, ensuring compliance with safety standards.
- Represented the program at community meetings, advocating for student needs and resources.

After School Director Apr / 2015-Apr / 2018
Cactus Creek Solutions Phoenix, AZ

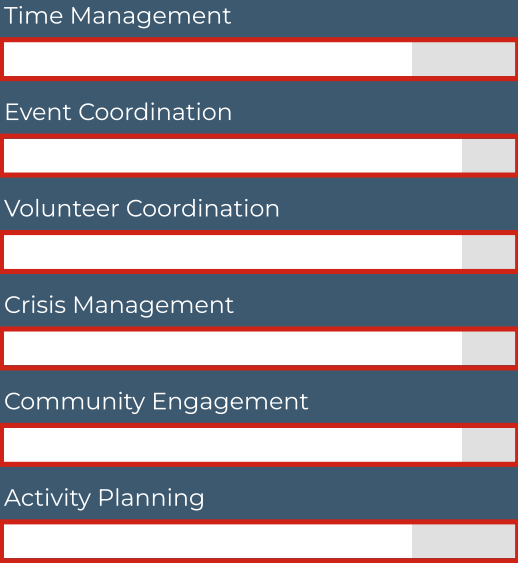
- Facilitated tutoring sessions, helping students improve homework and academic performance.
- Coordinated summer camp programs, enhancing student engagement during school breaks.
- Managed financial transactions for tuition and after-school programs, ensuring accurate record-keeping.
- Built strong relationships with parents and guardians to promote program participation.
- Supervised and mentored staff, fostering a collaborative and effective team environment.
- Implemented policies to align with educational grants, ensuring program sustainability.

EDUCATION

Bachelor of Arts in Education Apr / 2012-Apr / 2015
State University Chicago, IL

Focused on child development and educational methodologies.

SKILLS



INTERESTS

- Scuba Diving E-sports
Reading Fiction Puzzle Solving

STRENGTHS

- Stewardship Teamwork
Tenacity Vision

LANGUAGES



ACHIEVEMENTS

- Implemented a new curriculum that increased student participation by 40%.
- Developed partnerships with local businesses to sponsor educational trips, benefiting over 100 students.