|  |  |  |
| --- | --- | --- |
|  |  | Hopeton EnglandDean of Discipline/Career Development SpecialistTelephone#: 480-869-6201Email Address: englandschild\_876@hotmail.comPhoenix Arizona  |
| PROFESSIONAL SummaryI am an innovative, enthusiastic and committed educator who believes in shaping young minds for a better tomorrow. I am a strong believer of a child center environment, where I make myself available to listen, to counsel, to motivate, to guide, to constantly provide them with feedback and be willing to admit when I am wrong as this allows them to see the humanistic side of me. Skills* Organized and has the ability to multitask.
* Superb ability to manage stress and handle conflicts.
* Professional, upbeat and courteous demeanor.
* Proficient in Microsoft Office, Microsoft Teams, Google docs.
* Classroom Management and Discipline

Extra Curricular* Soccer Coach
* Sport Club
* Entrepreneurship
* Track and Field

REFERENCESNeil HartBranch ManagerJP Morgan ChaseTel. 480-212-2401Email: neil.a.hart@chase.comNicole Samuels-EnglandClassroom TeacherSun Valley AcademyTel. 480-869-6201Email: nicyah\_cole@hotmail.comPastor Vanessa BarrettThe Ultimate Empowerment ChurchTel. 602-540-3215Email: venessamylez@gmail.com |  | Educational BackgroundAugust 2008 – July 2011 Vocational Training Development Institute**Bachelor of Science in Career Development**May 2013 - August2013 University of Technology/JIM**Associate Degree in Finance****February 4, 2016 Sagicor Group****Basic Management Training**WORK EXPERIENCEPembroke Hall High School (Career Counsellor and Track Coach)September 2012* Assess the needs of the student body and respond in a timely and effective manner.
* Acted as a point of contact for students who wanted to talk about issues of harassment, discrimination and sexual conduct
* Coordinate and help to plan activities for the school improvement team and sports club.
* Established steps and procedures to handled challenge students and standards for conduct.
* Mentoring students and team members on their career goals and succession planning.
* Collaborate with staff members in developing school activities and joint lessons that resulted in an improved performance in students.
* Conducted professional developmental workshops.
* Home visits to at risk students

Sagicor Group (Financial Advisor) November 2013* Manage over 500 clients under asset management
* Trained new advisors on products and services.
* Presented to small and large groups at different cooperation's on retirement products.
 |