

MARY EVANS

Address ▪ Telephone ▪ E-mail

Focus of Interest: **BIG BROTHERS BIG SISTERS**

Dedicated and service-oriented professional with in-depth background and experience in counseling, training management and development, administration, and team building; in quest for a **Director of Enrollment** position to utilize strategic planning and management skills. Equipped with verifiable track record of success in program management and implementation and community outreach for mission-oriented organization with proven ability to manage and coordinate large-scale event and program. Possesses effective problem-solving skills and the ability to identify needs and transform ideas into workable solutions. Effective communicator, advisor, and motivator with the capacity to establish rapport quickly, build trust, as well as interact and relate to individuals at all levels. Demonstrates innate talent in establishing positive relationships with students, parents, teachers, and community members.

- ✓ Enthusiastic, creative, and willing to assume increasing responsibilities, coupled with aptitude in coordinating multiple tasks and meeting deadlines under pressure
- ✓ Decisive and direct, yet flexible in responding to constantly changing environment
- ✓ Progressive experience in office management, scheduling, and customer service

AREAS OF EXPERTISE

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|---|--|
| ▫ General and Administration Management | ▫ Customer Service and Satisfaction |
| ▫ Strategic Planning and Development | ▫ Program Development and Implementation |
| ▫ Organizational Needs Assessment | ▫ Training Management and Execution |

PROFESSIONAL EXPERIENCE

LEADERSHIP AND DEVELOPMENT

- ❑ Gained exceptional skills and experience in working and coordinating St. Louis City, Mid St. Louis County, and Illinois School Districts to provide opportunities to their students to participate in the Junior Achievement Programs
- ❑ Coordinated and facilitated innovative training methodologies for volunteers, which include corporate, community organizations, college students, and parents, incorporated corporations, and schools to ensure success of program delivery
- ❑ Directed a team of program managers as well as played an integral role in expanding St. Louis City School participation from 17% to 73%
- ❑ Managed the recruitment procedures of families, which resulted to increase from 25 to 73 families served
- ❑ Facilitated and developed health screening for children, organized group parent meetings, as well as secured guest speakers
- ❑ Led the development and implementation of innovative strategies to attain administrative objectives, as well as worked collaboratively with the Instructional Coordinator when necessary

MENTORING EXPERIENCE

- ❑ Skillfully mentored 3 to 5-year old children to ensure high-quality education
- ❑ Rendered guidance and counseling to students and parents regarding personal, academic, and/or behavioral issues
- ❑ Worked with Even Start Literacy Program and conducted home visits to teenage mothers to provide one-on-one childcare sessions and developmental and health screenings for their children
- ❑ Analyzed and evaluated children's motor, intellectual, language, social, and emotional level
- ❑ Conducted numerous home visits to every household to render advice and guidance to parents in monitoring their child's development
- ❑ Provided support and assistance in organizing regular PTO meetings, as well as served as substitute teacher as needed
- ❑ Supported the presentation of class curriculum for children with special needs

PROBLEM SOLVING AND ADMINISTRATION

- ❑ Ensured proper supervision and coordination of diverse training processes, and handled any problems related to communication and organization
- ❑ Skillfully managed and prioritized administrative and program development duties

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CAREER HISTORY

JUNIOR ACHIEVEMENT ▪ Chesterfield, MO

DIRECTOR OF OPERATIONS | ELEMENTARY PROGRAM MANAGER 1998-Present

FERGUSON-FLORISSANT SCHOOL DISTRICT ▪ Berkeley, MO

LEAD HEAD-START TEACHER | FAMILY EDUCATOR 1996-1998

WELLSTON SCHOOL DISTRICT ▪ Wellston, MO

CERTIFIED PARENT EDUCATOR | COORDINATOR OF PARENTS AS TEACHERS PROGRAM 1994-1996

ST. LOUIS BOARD OF EDUCATION ▪ St. Louis, MO

ASSISTANT TEACHER 1989-1994

CREDENTIALS

SELECTED COURSEWORK IN ELEMENTARY EDUCATION, WITH EMPHASIS ON SPECIAL EDUCATION
HARRIS STOWE UNIVERSITY ▪ St. Louis, MO

PARENTS AS TEACHERS CERTIFICATION
(*Screening | Small Group Organization | Recordkeeping | Baseline-chemical Dependency
Children in the Middle-Divorced Parents*)
UNIVERSITY OF MISSOURI ▪ St. Louis, MO

EXECUTIVE PROGRAM IN MANAGEMENT AND STRATEGIC PLANNING
PENN STATE UNIVERSITY ▪ University Park, PA

Received Developing Managerial Effectiveness Certification for Junior Achievement

ACTIVITIES

Board Member of D.R.E.A.M. BIG Foundation
(A non-profit organization that provides mentoring and quality education for at-risk high school students)