

SHAILEEYA YANCEY

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EDUCATION **ALVERNIA UNIVERSITY** **Melrose, PA**
Major: Social Work
Relevant Coursework & Practicums: Human Behavior and the Social Environment: Communities and Organizations, Service Learning in the Social Work Profession, Seminar in Social Work Practice

TRAININGS Title IX Discrimination - Level 1 Training
ACT 126 Training & Certification- Child Abuse Recognition & Reporting

EXPERIENCE **Philadelphia School District** **Philadelphia, PA**
2015 - Present *Administrative Assistant*

- Provide administrative support to Longstregh School Principal & 35 person teaching staff, responsible for scheduling courses across K-8th grades using Infinity Campus software & developing weekly attendance reports
- Assist in school-wide team training planning & implementation of the Tier 1 PBIS (Positive Behavior Incentive System) framework, including training on the Team Initiated Problem Solving (TIPS) process
- Accurately process weekly payroll for over 75 employees by recording time card statements into IBM Payroll system, performing audits & preparing adjustments for approval
- Manage incoming calls from parents, guardians & school officials, routing inquiries to appropriate response team
- Actively, track, monitor & process student records & transcripts for up to 200 incoming & transfer students, responsible for maintaining documents for school district records

2011-2015 *Student Supervision Aide*

- Monitored and supervised up to 500 students and their activities outside the classroom by conducting regular inspections of school grounds including hallways, cafeterias, and recreational spaces
- Served as an instructional resource, assisting teaching staff in the execution of instructional activities, circulated throughout classrooms as required by work assignment
- Assisted with disciplinary actions & mediation efforts by offering therapeutic interventions, including behavior management, conflict resolution, anger management & peer interaction skills

2013-2016 **Education Works** **Philadelphia, PA**
After School Program - Group Leader

- Served as Instructional leader for after-school program catering to Grades K-8th, provided mentorship & one-on-one academic support, including tutoring for homework assignments & class projects
- Designed, developed & implemented a series of lessons plans for students that catered to literacy & math fundamentals, a collaborative effort with classroom room teachers to support basic skills achievement, serving up to 150 students
- Planned and successfully executed weekly social & academic activities for students as part of an effort in increase student engagement, growing student partitions of after-school activities to 70% during 2016 school-year

In School Suspension Coordinator

- Counseled group of 25 students by providing mentorship & guidance through one-on-one meetings and student conflict resolution
- Maintained order across student community by enforcing community rules, performing crisis interventions and acting as a first responder to in-school emergencies
- Taught series of conflict resolution courses to encourage students to listen & deploy appropriate communication tactics to drive towards positive resolutions

2008-Present **KC Tax Services** **Philadelphia, PA**
Tax Consultant | Team Supervisor

- Assist in the preparation of individual (1040) federal & state income taxes via E-filings, compiling relevant financial records & providing audit support in accordance to State & Federal US Tax laws
- Maintain tax certifications & familiarity with tax laws to proactively address tax inquiries & advise clients on future tax planning
- Managed team of 8 tax consultants, serving up to 125 clients & maintaining a 90% client retention rate & growing annual business on average by 15% each year

ADDITIONAL **Service**

- MLK Community Clean-Up - Longstregh Littering Campaign
- Annual Thanksgiving Turkey Drive - Project Volunteer & Outreach Coordinator
- Harvest Fest - Leadership Planning Team & Parent Outreach Coordinator
- Longstregh Parent Workshop - Coordinator & Parent Coach

Skills

- Physiological, emotional and cognitive development of children and the impact on the education process.
- Technical: Microsoft Office Suite, Database Management, Data Entry, Excellent interpersonal skills.