

DEBRA FEIL

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EDUCATION

Southern New Hampshire University (SNHU)

New Hampshire

Pursuing Bachelor's Degree in Business Administration with a concentration in Project Management

Governors State University

University Park, Illinois, USA

Pursued Bachelor's Degree in Elementary Education with a Math concentration.

South Suburban College

South Holland, Illinois, USA

Associates of Arts Degree – May 2010

Major: Elementary Education

-Phi Beta Kappa

-Honors Program

EXPERIENCE

SASED (School Association for Special Education of DuPage County)

Oct 2017 - present

Administrative Assistant – DHH Department and Audiology

Assist the Deaf and Hard of Hearing Program Administrator with daily responsibilities such as attendance and transportation. Manage the administrator's schedule with regards to daily meetings, such as department, GLT, PLT, IEP meetings, Annual Reviews, Re-evaluations, Domains, etc., using the Embrace IEP system. Scheduling substitutes for said IEP meetings, ensuring that parents/guardians and districts can access IEP meetings via video platforms – i.e., Microsoft Teams, Google Meet, Zoom. Secure interpreters for IEP meetings; utilizing Illuminate (SIS) to track medical information, attendance, demographics, service minutes and ESY. Problem-solving and communications for students of our self-contained classrooms; manage registration for required aspects of yearly registration for school and ESY (Extended School Year) classes. Coordinate with Teacher Assistants to ascertain reasons for absences; coordinate transportation with districts and troubleshoot transportation issues. Producing purchase orders for the departments, coordinating distribution of supplies; maintain and order supplies for printer in department. Assisting self-contained classroom teachers with research, technical and clerical needs; working with itinerant teachers and their clerical needs. Aiding the Audiology department with scheduling and administrative paperwork essential to appointments. Initiated monthly Administrative meetings to collaborate with other assistants' company wide.

Mother McAuley High School**Apr 2015 - present*****Administrative Assistant***

Assists with daily tasks; maintains files and prepares mailings; directs student workers; assists parent clubs; maintains and manages calendar; attends all board meetings and takes meeting minutes; assists with research using the Raiser's Edge database program and provides administrative support to the Institutional Advancement department.

St. Christopher Religious Education Aug 2011-Apr 2015***Administrative Assistant***

Assist Director of Religious Education with all secretarial tasks and those tasks that pertained to the Religious Education department such as answering and directing phone calls; organizing and scheduling meetings and appointments; maintain email system and website; developed filing system for entire office; facilitate registrations and reconcile payments with the Business manager on a weekly basis; correspond with parents regarding attendance, to make payment arrangements and answer any and all questions; order books and organize supplies for the teachers for their classrooms.