

JULIE BARTHEL

SUMMARY

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking opportunities to expand skills while facilitating company growth.

EXPERIENCE

Paraprofessional

Ccresa | Downingtown, PA | November 2020 - Current

- Observed students' performance, and record relevant data to assess progress.
- Created and implemented student enrichment activities.
- Implemented behavioral plans designed by IEP team.
- Provide clerical and administrative support for teachers as requested.
- Provided specific health needs as designated/ trained by the registered nurse.

Nanny

Mrs. Pratt | King of Prussia, Pennsylvania | September 2013 - July 2021

- Engaged children in age-appropriate exercises, encouraging intellectual and motor skills development.
- Tended to general needs of children while supervising and enforcing safety in day-to-day activities.
- Fostered healthy physical development through outdoor playtime, exercise, and sports activities.

Home Health

Ajaz-Hunt Family | King of Prussia, PA | October 2019 - November 2020

- Assist the family following and implementing behavioral recommendations from therapists and doctors.
- Monitored nutrition levels by preparing meals according to dietary guidelines provided by physicians or dietitians.

Virtual Assistant

Private Client | Somerville, AL | July 2019 - March 2020

- Supported a small business owner with tasks such as basic office work to researching information and data.
- Supported client through personal document management, calendar organization and collateral preparation for meetings.
- Handled data entry tasks to help client spend more time on executive commitments.

Nanny /Household Manager

Huller Family | Schwenksville, PA | January 2008 - August 2019

- Created detailed schedules to ensure timely completion of projects and tasks.
- Performed general housekeeping duties such as laundry, cleaning, stocking supplies.

CONTACT

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📍 Boyertown, PA 19512

SKILLS

- Verbal and Written Communication
- Conflict Resolution Techniques
- Critical Thinking
- Crisis Management
- Schedule Coordination
- Task Prioritization
- Mood Disorder Knowledge
- Child Development
- Classroom Management
- IEP Familiarity
- Progress Monitoring
- First Aid/CPR

EDUCATION AND TRAINING

Bachelor of Science

Psychology of Child And Adolescent Development
Southern New Hampshire University,
Hooksett, NH

- Graduated magna cum laude
Expected in August 2023

Bachelor of Arts

Early Childhood Education
Montgomery County Community
College, Blue Bell, PA
June 2007

High School Diploma

Boyertown Area High School,
Boyertown, PA
June 2004

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- Tended to general needs of children while supervising and enforcing safety in day-to-day activities.
 - Encouraged intellectual growth through reading stories, playing educational games, and teaching basic concepts.
 - Managed scheduling for all appointments, including medical and dental visits, school, and activities.