

Cassie Green

2196 Pine Valley Drive, Hamilton, Ohio 45013 /513-254-1696

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Objectives

To secure a position as a teacher and utilize my dedication to foster quality education required for a child's development.

Experience

Great Miami Valley YMCA, Site Administrator- St. Peter in Chains

March 2023- Current

Manages, directs, and coordinates high-quality, preschool programs for assigned location and implements new program activities. Maintains compliance with federal, state, local, and "Step Up to Quality" regulations as they relate to program areas (4 star facility). Ensures YMCA standards are met, safety procedures are followed, and ensures the safety and well-being of children as a first priority. Maintains child-to-staff ratio during preschool hours. Interacts with children on their individual levels of development. Develops and implements weekly lesson plans that are effective and fit children's needs, interests, and developmental level. Assists with planning and posting meals and snacks that meet all nutritional guidelines. Manages and controls program budget and ensures program operates within budget and program fees are collected. Implements marketing for the school age programs that positively impact the attendance and registration of these programs. Registers children at site and maintains waiting list. Develops and maintains relationships with state child care licensing agency, school administration, parent groups and other organizations and agencies related to the assigned programs. Trains, supervises, and evaluates staff on YMCA policies and procedures regarding the center, state licensing, interactions and supervision of children, and communication with parents. Responds to all agency, parent and community inquiries and complaints in a timely manner. Documents and reports to the Branch Child Care Director any special needs or problems of an individual child, staff, or parent(s). Maintains the appearance of the classroom/outside areas which includes keeping supplies, materials and equipment in the rooms in a neat and orderly fashion.

Colonial Schools, Lead Teacher

August 2022-May 2023

Responsible for the safety, supervision, direction, and needs of children. Responsible for communicating with parents. Responsible for lesson planning and implementation of lessons within the framework of the school's curriculum. Promotes academic, social, emotional, and physical wellness for children. Promotes a positive image of Colonial Schools. Maintains training and educational requirements for employment. Attends lesson plan meetings, monthly staff meetings, and other special events as planned. Responsible for knowledge and adherence to ODJFS licensing rules and guidelines. Responsible for providing an enriching atmosphere where a child can grow and develop socially, emotionally, and intellectually through play and work with his/her peers.

Blue Skies Services, Office Manager

August 2020-August 2022

Develop business strategies to raise our customers' pool, expand store traffic and optimize profitability. Meet sales goals by training, motivating, mentoring and providing feedback to sales staff. Ensure high levels of customer satisfaction through excellent customer service. Complete store administration and ensure compliance with policies and procedures. Maintain outstanding store condition and visual merchandising standards. Report on buying trends, customer needs and profits. Propose innovative ideas to increase market share. Conduct personnel performance appraisals to assess training

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needs and build career paths within the company. Deal with all issues that arise from staff or customers (complaints, grievances, etc.) Be a shining example of well behavior and high performance.

Cincinnati Children's Hospital Medical Center, Emergency Services Representative

May 2019-August 2020

Understand and comply with applicable policies, guidelines, regulations, and/or accreditation standards. Serve as the first line of contact and a resource. Act as a customer advocate and strive to better meet the needs of, and to support, patients and/or families. Utilize a customer focus to complete assignments and/or interact with customers, employees, applicants, and/or visitors in a courteous, attentive and conscientious manner. Respond quickly to parent, employees, applicants, and/or visitors' requests and concerns. Provide appropriate education/information to patients and/or families. Manage and resolve customer satisfaction issues taking initiative to manage conflict in a proactive fashion. Understand and apply appropriate policies and procedures for work flow, testing, and/or methodology. Perform dedicated duties on a timely basis. Appropriately document work as necessary.

Education

Miami University

Associate of Applied Science- PreKindergarten Education (December 15th, 2023)

Bachelors of Arts- Psychological Science (May 2024)

National Academy of Sports Medicine, Chandler, AZ

Certified Personal Trainer, corrective exercise specialization, performance enhancement specialization, fitness nutrition specialization and weight loss specialization.

Communication

Proven successful experience as a retail manager, powerful leading skills and business orientation, customer management skills, strong organizational skills, good communication and interpersonal skills.

References available upon Request