

STAR PARTEE

SKILLS

Quick Learning and Decision Making, Organization, Time Efficiency, Communication, Leadership, Reading and Writing

OBJECTIVE

With my experience with teams and processes I am looking forward to furthering my experience with a company that values development, hard work and integrity. Having education in Industrial/Organizational Psychology, I hope to fill this position to further my experience.

EXPERIENCE

Curriculum Coordinator & AP Psychology Instructor | BASIS ED | April 2021- Current

Manage employee schedules, Create teacher and room schedules, initiate subbing assignments, check classroom curriculum, create testing schedules, teach AP college board psychology material

Office Manager | Little John's Lawns | March 2020-April 2021

Customer service, account tracking, Invoices and charged cards, run dispatch board, manage and assist colleagues, report tracking, social media, pre-qualify employees

Shift Lead | Tanager Place | July 2019-March 2020

Manage rehabilitation center, Manage team, med management, first aide, reports, parent communication, dissolve high escalations, MANT trained, CPR certified.

EDUCATION

Industrial Organizational Psychology Pharmacology for | Current | Grand Canyon University

Psychology, Criminal Justice, Sociology | 2019 | Iowa State University

GPA: 3.26

Pharmacology for Pharmacy Technician | 2015 | Kirkwood Community college

Medical Terminology, Pharmacology, 60 hour Pharmacy internship



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(480)-493-8369

VOLUNTEER EXPERIENCE OR LEADERSHIP

President, National Society of Leadership and Success | 2016-2019 |

Host leadership meetings for members, manage board members, Manage financial budget, Host induction ceremonies, communication between all levels of society.

Volunteer for Project Linus, Big Bang Foundation, Boys and Girls Clubs

