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## EXECUTIVE DIRECTOR

### *PROGRAM DEVELOPMENT / TEAM DEVELOPMENT / EARLY CHILDHOOD OPERATIONS*

**RESULTS-DRIVEN LEADER:** Offers 15+ years of leadership experience in driving operations of early childhood programs and rendering exceptional oversight in staff development, business relations, program development, and fiscal management.

**INNOVATIVE ANALYST:** Ability to foresee complex problems and implement program improvements.

**ARTICULATE COMMUNICATOR:** Possesses exceptional interpersonal, written, and verbal communication skills.

**SAVVY COLLABORATOR:** Track record in fostering and nurturing relationships with internal and external stakeholders.

**PROVEN MENTOR AND TRAINER:** Adept at building and sustaining high-performing, engaged, and client-focused teams.

### PROFESSIONAL HIGHLIGHTS:

- Leadership & Training
- Staff Development
- Fundraising Strategy
- Regulatory Compliance
- Operations Management
- Contract Management
- Strategic Planning
- Grant Management
- Expenditure Control
- Program Oversight
- Business Relations
- Vendor Relations
- Executive Presentation & Negotiation
- Budget Management & Forecasting
- Financial Planning & Development
- Client Relationship Management
- Event Planning & Organization
- Cross-Functional Leadership

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### PROFESSIONAL EXPERIENCE:

**Jack and Jill Children's Center, Fort Lauderdale, FL**

2014 - Present

#### **Executive Director**

- Coordinate strategic planning and analysis to ensure efficient and streamlined daily operations.
- Regularly update team members and partners on organizational benchmarks and goals.
- Oversee professional development and performance of managers to enhance staff morale, productivity, and teamwork.
- Develop constructive and cooperative working relationships with community partners in the early education field.
- Enforce comprehensive policies and procedures to provide direction in organizational management and fundraising.
- Direct daily activities of staff members in dynamic environment to deliver exceptional early childhood education while adhering to state, federal, organizational, and corporate guidelines.

**Baptist Health South Florida, Miami, FL**

2007 - 2014

#### **Corporate Director (2009 - 2014)**

- Expertly supervised and managed four early learning centers encompassing 70 employees and 300 children.
- Displayed exemplary capability to monitor contracts and services for the Back-up Care Advantage program with a continual focus on employee engagement and work-life balance.
- Spearheaded the launch and development of hurricane emergency child care program for 15,000 employees, liaising with human resources, hospital site coordinators, and vendors to facilitate child registration and effective communication.
- Charged with responsibility for regulatory compliance with National Association for the Education of Young Children standards, as well as local quality assurance and programming measures.
- Analyzed fiscal operations and generated financial forecasting and profit and loss reports for \$4M budget.
- Played leadership role in managing Employee Discount Program, including vendor relations and contracts.

#### **Director | Baptist Hospital of Miami | South Miami Hospital (2007 - 2009)**

- Earned reputation for effective leadership and daily operations management of two corporate-based early learning centers.
- Built and sustained enduring relationships with hospital administration and departments, area childcare directors, and community leaders to promote community partnerships in the area of early childhood education.
- Led, trained, motivated, and supervised staff members to foster effective employment relationships and goal attainment.
- Played instrumental role in enrollment, parent programs, fiscal management, curriculum implementation, and licensing.
- Guaranteed compliance with the National Association for the Education of Young Children accreditation standards.

**United Way of Miami Dade, Miami, FL**

2005 - 2007

**Associate Director**

- Fulfilled integral role in leading Children’s Impact Council, conceptualizing goals, implementing action plans, and monitoring program outcomes with Council members.
- Demonstrated outstanding interpersonal skills in collaborating with assigned programs and agencies on Impact Area performance and generating reports.
- Implemented best practices in project support from inception to completion, supporting Director for the Center for Excellence with assigned projects in staffing, volunteer committee operations, grant management, and other areas.

**YMCA of Greater Miami, Inc., Miami, FL**

2005

**Director of Early Childhood Programs**

- Analyzed operational processes, coordinated resources, and supervised staff members and Directors for all YMCA Early Learning Centers to ensure adherence to national standards and highest quality measures.
- Held accountability over grant and contractual management, including drafting, implementation, and monitoring.
- Assessed financial objectives and forecasts to develop departmental budget and guided each Center Director in developing and implementing respective budget.
- Key liaison charged with promoting organization’s focus on quality early childhood education and representing organization in local councils, community groups, and corporate community affairs.

**Miami Dade College, Miami, FL**

1999 - 2005

**Director | North Campus (2003 - 2005)**

**Director | Wolfson Campus (2000 - 2003)**

- Demonstrated management skills that best delivered high-quality operations by aligning strategy with underlying center goals, including superior staff development and performance, effective fiscal management, innovative curriculum implementation, and a robust compliance framework.
- Formed strategic and long-lasting partnerships with faculty, departments, staff, childcare directors, and community leaders.
- Prioritized tasks to drive performance, supervised employees, and managed daily operations.
- Conferred with partners to expand educational programs, designing new preschool laboratory for North Campus.

**School Readiness Specialist | Wolfson Campus (1999 - 2000)**

- Led training sessions for staff of five neighboring early childhood programs to drive attainment of quality indicators and outcomes, delivering specific feedback and strategies for improvement.
- Planned and executed staff and parent trainings and meetings, providing updates on new developments and best practices.

*Previous positions include Play Therapist for Children’s Psychiatric Center, Children’s Alley Committee Co-Chair for Book Fair International, Organizer for “Early Childhood Education for Tomorrow-Strengthening our Families for the Future” Conference, and Adjunct Faculty for Early Childhood Education at Miami Dade College.*

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**EDUCATION:**

**Florida International University, Miami, FL**

**Master of Science in Social Work | Bachelor of Science in Social Work**

**Miami Dade College, Miami, FL**

**Associate of Science in Early Childhood Education | Associate of Arts in Elementary Education and Psychology**

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**SKILLS:** Proficient in Microsoft Word, Excel, Outlook, PowerPoint, and Publisher.

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**PROFESSIONAL AFFILIATIONS:**

South Florida Association for the Education of Young Children (*Immediate Past President & Member*)

Miami Dade College, School of Education, Early Childhood Education Advisory Committee (*Member*)

National Association of the Education of Young Children (*Member*)

Southern Early Childhood Association (*Member*)

Florida Association for the Education of Young Children (*Member*)

Florida Association for Infant Mental Health (*Member*)

Oxford Academy (*Board Member*)

Broward College (*Early Childhood Education Advisory Board Member*)

**REFERENCES AVAILABLE UPON REQUEST**