

JANELL L. FOLEY

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OBJECTIVE

I would like to obtain the position of Lead Service Coordinator within the First Steps program in Cluster J. I have experience as a current service coordinator and would enjoy the opportunity to use my previous teaching and management experience training and overseeing the Service Coordination staff.

EXPERIENCE

11/1/2010 TO CURRENT First Steps Southeast *Columbus, IN*

SERVICE COORDINATOR LEAD

- Meet with families and follow them through the First Steps process to include intake meeting, evaluation, writing of an Individualized Family Service Plan, beginning of service, transition from the program and discharge
- Maintain Early Intervention files for children receiving ongoing services through the First Steps program
- Train and Mentor new and existing ongoing Service Coordinators in the 25 counties that we server

SERVICE COORDINATOR

- Meet with families and follow them through the First Steps process to include intake meeting, evaluation, writing of an Individualized Family Service Plan, beginning of service, transition from the program and discharge
- Maintain Early Intervention files for children receiving ongoing services through the First Steps program
- Assist families in completing applications for additional services, when needed, and providing community resources that are available to them

6/1/2006 TO 1/2/2012 Coldwater Creek Outlet Store *Edinburgh, IN*

PART-TIME SALE LEAD

- Coordinated employees on the sales floor to maintain optimal sales floor coverage and customer service, trained part time staff on sales procedures, opened and closed store for the day
- Maintain fitting rooms and stock sales floor following merchandising standards
- Offer wardrobe assistance to individual customers and follow through with the sale at the cash wrap

8/1/2005 TO 10/31/2010 Bartholomew Consolidated School Corporation *Columbus, IN*

TEACHER ASSISTANT

- Assisted the classroom teacher with daily tasks such as coping, grading and filing
- Worked one on one with student that needed extra attention in specific academic areas
- Oversaw the students in structured and unstructured areas throughout the school day

9/1/1999 TO 7/31/2005 Foundation For youth of Bartholomew County, INC *Columbus, IN*

DIRECTOR OF PROGRAMS

- Oversaw all after school programs and staff as well as a youth court program and a youth driven grant giving board
- Maintained budget for programs along with some grant writing and reporting
- Built and maintained relationships with the community, other organizations, and parents/guardians of youth in the organizations programs

PROGRAM DIRECTOR

- Programmed for after school activities for school aged children
- Coordinated and ran Afternoons R.O.C.K. in Indiana a drug resistance program
- Coordinated, scheduled, and trained staff for the Boys & Girls Club program

8/3/1998 TO 8/31/1999

Jones New York Outlet Store

Edinburgh, IN

FULL TIME SALES LEAD

- Customer Service ad point of sale transactions
- Daily and weekly paperwork regarding sales and goals, oversight and training of part time sales staff
- Receiving of store inventory and merchandising following merchandising standards

5/26/1997 TO 7/25/1998

Elder Beerman Department Store

Columbus, IN

LOSS PREVENTION MANAGER

- Protection of store inventory
- Scheduling and training of full time and part time loss prevention staff
- Security of the store and the staff

EDUCATION

AUGUST 1993- MAY 1997

University of Indianapolis

Indianapolis, IN

BACHELORS OF SCIENCE IN CRIMINAL JUSTICE

AUGIUST 1990-JULY 1993

Ball State University

Muncie, IN

- Undergraduate Courses-Nursing Major

AUGUST 1986-MAY 1990

Columbus North High School

Columbus, IN

- High School Diploma

REFERENCES

References are available upon request.