

**Rochelle Atkins**  
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**Objective:** To secure a position utilizing communication and facilitation skills acquired through previous counseling and management positions that will fulfill the needs of your company.

**Skills:**

Microsoft Word, Microsoft Office Publisher, Microsoft Excel, Microsoft PowerPoint, Switch board, Call center, Food safety and nutrition, Child care,

**Work Experience: Whole Life Christian Academy.**

**10/11-7/13 Paterson, NJ Administrative Assistant Opened and closed facility. Answered and routed phone calls. She enrolled children in the Academy. She scheduled monthly and weekly meal planning purchases. Maintained progress records of each child's growth and development. She conducted regular parent / teacher conferences on child's adjustment, behavior, and developmental progress, trained assistants and primary floaters. She contributed to staff in-service by planning and assisting in monthly workshop. Worked with parents to promote understanding and encourage parent participation in school. She prepared breakfast, lunch and supplemental snack daily.**

Northeast Life Skills Associates Inc.  
Passaic, NJ

6/10-12/2010

**Office Manager/Co-Facilitator/Outreach**

**Data Collection**

- Compile statistics for monthly reports
- Opened and maintain files (SCO, IDG, CRCS) according to sample file protocol
- Purchased incentives as requested by Project Coordinator
- Compute monthly contacts on clients based on data forms
- Support Prevention activities as needed
- Compile data for reports and submit to State as scheduled

**Office Files**

- Maintain all office files in chronological order
- Correspondence to agencies
- Monthly Reports
- Registration for training

**Quality Assurance Board (QAB)**

- Notify QAB of meeting times
- Collect materials for meeting
- Keep minutes for meetings

- Mail out minutes and other correspondence
- Research statistics requested by QAB
- Order, pick up, and set up food for QAB

**Prevention Plan Review (PPR)**

- Maintain calendar of all events to reinforce coverage at all activities
- Update staff on current statistics for SCO, IDG, and CRCS

**Project Coordinator Support**

- Provide Coordinator with support as requested around all prevention activities

**Other Management Functions:**

- Inform Coordinator of any questionable receipts or problems
- Develop monthly calendar for Prevention activities, training, meetings, etc.
- Distribute next month's calendar one week before the month begins
- Participate in outreach once a week or as needed to maintain an active connection to the community
- Perform inventory on incentive warehouse quarterly
- Register staff for training
- Order other prevention materials as needed- literature/videos, pens, key chains, etc.
- Copy and maintain staff supply of office forms
- Generate and modify forms as needed
- Transfer staff call to appropriate extensions
- Other duties assigned by the Project Director

Kingdom for Kids Learning & Play Center  
Haledon, NJ

12/04-12/07

**Lead Teacher/Office Assistant**

- Opened and closed facility.
- Answered and routed phone calls.
- Enrolled children in program.
- Scheduled weekly meal planning purchasing.
- Maintained progress records of each child's growth and development.
- Conducted regular parent/teacher conferences on child's adjustment, behavior, and developmental progress, trained assistants and primary floaters.
- Contributed to staff in service by planning and assisting in monthly workshop.
- Worked with parents to promote understanding and encourage parent participation in school programs. Prepared breakfast, lunch, and snack daily, planned trips and other small outings, and planned special events for holidays.

**Education:**

Worldwide Inc.

06/91-03/92

Passaic, NJ

**Certificate: Data Entry/Office Skills Amite High School.**

**08/82-05/85Amite, Louisiana**

**Certifications:**

**HIV Basics**

**Client Centered Counseling**

**Risk Reduction Counseling**

**STD Basics**

**(EFS) Effective Facilitation Skills**

**(PEMS) Program Evaluation Monitoring System Food Handling Certification.**

**References: Available on request.**