

CHARITY BAKER

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PERSONAL PROFILE

University of Phoenix undergraduate with a degree in Psychology.

- Diversified experience working with children and adults.
- Numerous practical experience organizing events through the Recreation Department and Parent/Teacher organization.
- Total commitment to students, district, school, and community.
- Compassionate and sensitive to needs and emotions of children, teens and college students, and adults.
- Was chosen three times with my colleagues at a National Afterschool Conference. Taught adults how to change their after school programming.

Motivated, organized and sensitive to the needs of clients, attentive to detail, able to take initiative, prioritize multiple tasks and manage workload; Resourceful team player with can-do attitude with 2 years direct counseling experience.

- Strong problem-solving skills.
- Competitive and ambitious; Welcome new challenges.
- Highly motivated with strong work ethic; Able to prioritize tasks and meet deadlines.
- Recently obtained my bachelors and master's degrees and did well in my Math, English, Psychology, and Counseling classes.
- Graduated with honors with my bachelor's degree,

Energetic, strong interpersonal skills. Proven ability to work effectively with people of various ages, cultural backgrounds, and socio-economic statuses. Long-time interest in children, young adults, and adults, and organizing events and functions.

EDUCATIONAL BACKGROUND

University of the Southwest, Online Bachelors Program

- Masters' degree in Mental Health Counseling, Graduated December, 2014

University of Phoenix, Online Bachelors Program

- Bachelor's degree in Psychology, graduated October, 2012.
- Dean's list every semester
- Graduated with honors

WORK EXPERIENCE

Park 6 School District

Cody, WY

Para-educator

September, 2017-Current

I teach computer skills to students at Eastside Elementary. I teach Kindergarten thru Fifth grade and see 360 students each week. I teach basic mouse skills, typing, proper computer communication using email, word, and excel. I teach safety practices involving internet and social media. I am assigned daily playground duties to ensure their safety and the following of the rules on the playground.

Yellowstone Behavioral Health Center

Part-time Group home Technician

October, 2016-August, 2017

I worked various shifts at the group home. Depending on the shift I worked is the amount of interaction I have with the clients. When I work overnight I saw the clients in the mornings and dispensed medications and talked to them about their plans for the day. When I worked day shifts I spent more face-to-face time with the clients. I worked with clients helping them relearn daily living skills. I drove clients to appointments. I spent time with clients either during their down time, running errands, or doing recreation activities.

Yellowstone Recovery Center, a Level 3.5 Clinically Managed High Intensity Residential treatment facility

Counselor

April, 2014-June-2016
Full-time Salary employee December 2014-June 2016
Internship April, 2014-December, 2014

I work day shifts at the residential treatment facility and am on call one week once every four weeks. When on call, I answer questions therapy groups during the week. Therapy groups include 12 step group, Corrective Thinking group, Communication Group, DBT group and Anger Management group. I conduct assessments with new clients which includes a CIWA, ASI, ASAM, psychosocial, nutritional, medical, suicide, and mental health assessments. I create a treatment plan with each client and guide them in completing their treatment goals. I write letters and communicate verbally with judges, lawyers, and probation officers as needed for the clients. I write discharge summaries once the clients are discharged or moved to a lower level of care. I write daily notes for each client I have taught in group sessions and for each client I have seen in individual sessions. I have worked with DFS with minor clients whom I saw 1-2 times a week. I spoke to the judge and their DFS caseworker on behalf of the client. I also attended monthly meetings at DFS for these clients.

Yellowstone Behavioral Health Center

Part-time Group home Technician

October, 2013-April, 2014

I worked various shifts at the group home. Depending on the shift I worked is the amount of interaction I have with the clients. When I work overnight I saw the clients in the mornings and dispensed medications and talked to them about their plans for the day. When I worked day shifts I spent more face-to-face time with the clients. I worked with clients helping them relearn daily living skills. I drove clients to appointments. I spent time with clients either during their down time, running errands, or doing recreation activities.

Park 6 School District

Cody, WY

Part-time Para-educator

September, 2012-May, 2013

I worked in the first grade classrooms and performed multiple tasks which dealt with adults and children. I taught children math skills, reading skills, word skills, writing and science skills. I spent my time in the classroom teaching and doing preparation work for teachers. I also spent time teaching adults outside rules for the children and helped develop new playground rules.

Stay-at-home Mom and College Student

Cody, WY

April, 2007-September, 2012

I ran and organized the household and took care of my children and attended college full time. During this time I was co-vice president of the PTA at Eastside Elementary for 2 years and co-president for 2 years.

City of Cody Recreation Department

Cody, WY

June, 2001- April, 2007

Recreation Assistant

I organized all recreation events and help organize all sporting events. I planned functions for the recreation department, organized, directed staff, scheduled the venue, bought all prizes and supplies, sought out donations and supervised all the activities. I planned the Halloween Carnival, Easter Egg hunt, Women in Sports Day, teacher appreciation week celebration, planned fairs, and Christmas parties for example. We had events almost every month. I helped develop new classes and taught those classes to children. I built tournament brackets and league schedules. I helped with all recreation sports programs, helped develop teams, went to coaches meetings, coached, and refereed when needed. I taught adults in training conferences and motivation clinics.

I also taught at the after school program and summer camp program.

- Prepared and delivered lessons to students.
- Evaluated and tutored students with homework.
- Prepared lessons plans using Quantum Learning classroom techniques.
- Initiated, facilitated, and moderated classroom discussions.
- Maintained student attendance records, and other required records.
- Planned, evaluated, and revised methods of instruction.
- Oversaw daily operations.
- Implemented curriculum plans.
- Maintained ongoing communication with parents regarding children's activities, behavior, and development.
- Maintained records and reports on each child.

Best Western Sunrise Motel Cody, WY

April 1995 - June 2001

Front Desk Manager

I was in charge of all areas of the front desk. I supervised all other desk clerks; hired and fired people; was responsible for all deposits and receipts; made staff schedules; answered phone; worked on the computer; and handled all customer complaints.

Blair's Market Powell, WY

May 1993 & 1994 - September 1993 & 1994 (Summer)

Produce Worker

I replenished the inventory in the produce department and prepared readymade meals.

HONORS/DISTINCTIONS

Dean's list every semester of bachelor's degree. Graduated October, 2012. Graduated with honors with a bachelor's degree in Psychology.

VOLUNTEER WORK

MAY 2007- SEPTEMBER, 2012

Served as co-vice-president for two years and co-president for two years at the Parent/Teacher Organization at Eastside School. I helped organize monthly events at the school and was in charge of the school carnival every year. The school carnival is the PTK major fundraiser held annually and I coordinated and ran this event four years in a row. I recruited and coordinated volunteers, helped organize events, and helped ensure everything ran within the budgeted amount. I have coached t-ball, girls' softball, soccer, and basketball. I have volunteered at my children's schools in their classrooms, on field trips and during sporting events.

References

Tracey Ambrose	307-202-1537
Deb Klessens	307-578-8733
Jody Eatherly	307-250-4823