

Jenelle Mears

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- Objective** Previous stay at home mom looking to transition back into the work force. I want to use skills and passion acquired over the years to build a new career path for the future.
- Experience** **Technology Teacher at Landenburg Academy/ - Current job finishing up in July** August 2016-Current
I teach technology to Elementary students. I teach 3 separate classes once a week (Wednesdays) and put together my own curriculum and scope and sequence for the year.
- Children's Director at True Life Church (www.truelife.church)** January 2014-January 2017
As director, I oversaw all classes and programs for children ages 0-12 years. I spent time developing our leaders, casting vision for our team, and editing/curating curriculum for our Sunday morning experience. Additionally I scheduled volunteers for our weekend services and other events through an online scheduling application. Finally, I oversaw the budget for our department through tracking, submitting expense reports, and giving feedback to the various team members.
- English Language Institute (University of Delaware)- Host Program Coordinator** 2014-2015
Exchange students come for both short and long term studies at University of Delaware. My job was to network with American students and the local community to match them with an exchange student. By doing so, it allowed the exchange student a chance to practice their English while building relationships and experiencing American culture. During this time, I primarily made calls, set up and led meetings in order to network with local churches, campus clubs, and other groups to identify those who were interested in being a part of the program.
- Self Employed (Newark, DE)- Real Estate Transaction Coordinator** 2009-2010
I offered my own services to Real Estate Agents and one Broker in the processing of real estate files/contracts. I would gather all information, paperwork, and follow up with the contractual items, and put them together for the final Broker file of the real estate transaction. And during the process, I would help Agents sell services to their clients.
- Keller Williams Reality (Newark, DE)- First Impressions/ Administrative Assistant** 2008-2009
I operated as the face at the front desk. I answered incoming calls, assisted the Real Estate Broker, and acted as the Real Estate Agent Coordinator for new Agents.
- Global Expeditions (Garden Valley, TX)- Call Center Supervisor** 2006-2007
I supervised a call team while reviewing the quality of communication on the phones.
- College Courses...** Liberty University. 2006-2008
High School Graduate... Visions In Education, Citrus Heights, California.
- Skills-** I am skilled in managing and working with people, communication, selling product, teambuilding, problem solving, leadership, time management, event planning, organization, scheduling systems, and Microsoft Office programs. I have had experience creating fun and educational environments for children, designing an inviting and modern style lobby for church events, and fun party environments for other co-workers. I have also acted as a wedding coordinator assistant and helped design and place tables for events.
- Volunteer Experience-** I have planned local non-profit dinners and events for 100 or more people, set up non-profit trips overseas, lead groups of teenagers for overseas volunteer work, and volunteered overseas at orphanages and non-profits fighting poverty.