

Crystal Russell



Objective

To be a part of a team where my abilities, training, and experience can be a significant factor in a company's growth and development goals.

Skills

- Microsoft Office Proficient
- ACS Software
- Computer Proficient, spreadsheets, presentations
- People Soft
- General Office Practices
- Customer Service

Experience

Community Outreach Coordinator - Ennis Taft Ministries 2019 - Present

Plan, direct & coordinate community activities to create a favorable public image and provide issue awareness for community, clients and organizations. Maintain funds for special and nonprofit organizations. Coordinating events for community outreach programs.

Childcare Teacher 3/2014 - 2019 - Robert "Sonny" Hill Child Development Center, Middletown, OH.

Job description: Preparation of meals according to USDA guidelines, Curriculum coordinator, research and prep of lesson plans, floater

Group Leader 10/2010 – 3/2011 Urban League of Greater Cincinnati, Cincinnati, OH.

Duties included: Accountable for the overall planning, development and management of the assigned groups.

Administrative Assistant 9/2007 – 3/2011 – Project Nehemiah, Cincinnati, Ohio

Duties Included: Scheduling, correspondence, customer service & reporting.

Education

Roger Bacon High School
Beauty Schools of America
University of Phoenix
Cincinnati Urban League:

Cincinnati, OH Diploma 6/1998
Miami, FL Esthetics 4/2006
Cincinnati, OH Human Services Certificate
Cincinnati, OH Call Center Training 9/2008

References Available upon request