

Misty Dempsey

Wattsburg, PA 16442

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Goal-oriented professional well-versed in operational practices and regulatory requirements of several different environments. Skilled leader and analytical problem-solver well-versed in budget planning, staff oversight and program management. Skillfully use relationship-building talents and diplomatic communication style to forge long-lasting connections.

Authorized to work in the US for any employer

Work Experience

Assistant Childcare Director

EASTSIDE YMCA

February 2021 to Present

- Supervised childcare workers and oversaw facility to meet state requirements for education and training.
- Develop staff schedule, coordinate days off, and requests off
- Engaged with parents and families to build positive relationships for children to thrive.
- Operated under licensing guidelines to protect health, safety and well-being of children.
- Managed program paperwork and staff and child records to comply with state requirements.
- Recruited, selected and retained high-quality staff to reduce turnover and foster stability.
- Resolved conflicts and administered corrective action to foster positive experience for children and staff.

Assistant Pre-K Counts Teacher

GLENWOOD YMCA

September 2018 to February 2021

- Maintained close relationship with parents and students.
- Communicated with parents to inform about child's progress and classroom behavior.
- Assisted co-teachers by developing lesson plans to meet educational goals for each child.
- Supported children's social and emotional development by encouraging understanding of others and positive self-concepts.
- Assured compliance with federal, state and local regulations.

Head of After-School

SUMMIT YMCA

December 2014 to September 2018

- Prepared materials for lessons.
- Built positive relationships with parents.
- Communicated student progress, academic difficulties or behavioral concerns to parents, guardians and administration using tact and professionalism to improve student academic performance.
- Helped students develop self-esteem and life skills by fostering healthy conflict-resolution, critical thinking and communication.
- Developed staff schedule.

- Organized classroom supplies and decorated walls to create fun, nurturing settings and meet learning needs.

Licensed Practical Nurse

LECOM SENIOR LIVING CENTER

October 2014 to December 2015

- Maintained nurse-patient relationship.
- Documented accurate and complete patient information to address patient problems and expected outcomes.
- Performed routine evaluations of each patient's status, needs and preferences.
- Assisted with admissions, transfers, and discharges.
- Comforted and counseled patients and families throughout care process.
- Collaborated with interdisciplinary team of healthcare and social service providers to address patients' needs through effective intervention and care planning.
- Educated patients and caregivers on medical diagnoses, treatment options, chronic disease self-management and wound management.

Licensed Practical Nurse

BREVILLIER VILLAGE

March 2014 to October 2014

- Maintained nurse-patient relationship.
- Documented accurate and complete patient information to address patient problems and expected outcomes.
- Performed routine evaluations of each patient's status, needs and preferences.
- Assisted with admissions, transfers, and discharges.
- Comforted and counseled patients and families throughout care process.
- Collaborated with interdisciplinary team of healthcare and social service providers to address patients' needs through effective intervention and care planning.
- Educated patients and caregivers on medical diagnoses, treatment options, chronic disease self-management and wound management.

Supervisor

PEEKN' PEAK

September 2007 to March 2014

- Handled customer complaints, resolved issues and adjusted policies to meet changing needs.
- Evaluated employee performance and coached and trained to improve weak areas.
- Maintained compliance with company policies, objectives and communication goals.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.

Education

Bachelor Degree in Accounting

Western Governors University - Remote

Present

Associates Degree in Licensed Practical Nurse

Mercyhurst University - North East, PA

August 2013

Skills

- Organizational skills
- Proficient in Microsoft Office
- Training and Development
- Excellent Communication
- Multitasking Abilities
- Dependable and Responsible
- Problem-Solving
- Flexible and Adaptable
- Organization and Time Management
- Critical Thinking
- Planning and Coordination
- Teamwork and Collaboration
- Employee Evaluation
- Childcare
- Management
- Program Management
- Human Resources
- Supervising Experience

Certifications and Licenses

First Aid Certification

Child Development Associate Certification

CPR Certification