

# COURTNI E. HOLST

## EDUCATION

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### University of Michigan

*Bachelor of Arts, Psychology, December 1998*

Ann Arbor, Michigan

## EXPERIENCE

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### Heart of the Shepherd

#### Child Development Center

*Child Development Director*

Howell, MI

August 2005-Present

- Manage all aspects of the Center including all administration and conflict-resolution related to the program.
- Define policies of admission, attendance, payment of fees and educational goals as well as oversee preparation of annual Child Care budget and monthly/yearly financial reports ensuring operations within that budget.
- Enhance community relationships by welcoming visitors; planning useful, pleasant experiences; creating and maintaining publicity materials/activities.
- Develop systematic parent-school communication and plan/administer parent education/fellowship programs as well as orient parents to school policies and procedures.
- Maintain and promote positive relationships among children, teachers, parents, congregation and community.
- Supervise all teaching staff and manage all aspects of human resource related areas including: hiring, scheduling, payroll and benefits.

### Michigan Community Coordinated Child Care-MI4C Association

*T.E.A.C.H. Early Childhood Scholarship Counselor*

Lansing, Michigan

September 2003 – August 2005

- Explained and interpreted policies and procedures, discussed the T.E.A.C.H. scholarship program with center directors, owners, community college faculty and staff, teachers and family day care home providers.
- Reviewed and processed applications, notified applicants of scholarship awards and worked closely with recipients and centers, providing academic and career counseling as requested ensuring proper course selection, timely reimbursements and overall satisfaction with the T.E.A.C.H. program.
- Tracked award letters and related scholarship information as well as all invoices for reimbursement from scholarship recipients and sponsors.
- Secured accurate information to make appropriate payments to recipients, sponsors and community colleges.
- Presented and advocated for the T.E.A.C.H. Scholarship Program at community colleges and other conferences/meetings as appropriate.

### Bing Nursery School

#### Stanford University

*Enrollment Administrator*

Stanford, California

September 1999 – July 2003

- Managed admissions and enrollment of over 500 children each year; working closely with Director, Assistant Director and Head Teachers to insure proper enrollment of students.
- Evaluated applications for admission on a case-by-case basis from an applicant pool of over 2000 children.
- Explained and interpreted admissions policies and procedures as well as philosophy and goals of the program to prospective parents and families.
- Produced enrollment materials as well as reports for State licensing and Advisory Committee Meetings.
- Maintained and updated several large FileMaker Pro databases used by all staff.
- Act as the Staff liaison with parent volunteers to coordinate annual fundraising events.

*Teacher*

- Worked with a teaching team to plan and implement curriculum for children ages 2 to 5.
- Facilitated and trained Stanford students taking courses taught at Bing through the Department of Psychology.
- Conferenced with parents and compiled reports pertaining to child's development throughout the year.

### University of Michigan Children's Center

*Assistant Auxiliary Services Coordinator/Office Assistant*

Ann Arbor, Michigan

September 1995 – June 1999

- Compiled schedules and calculated billing for children attending multiple school programs.
- Supervised and trained student employees and volunteers.
- Assisted in scheduling, interviewing, and payroll of student employees.

*Associate Teacher*

- Planned and implemented daily routines of preschool aged children as part of a teaching team.

## COMPUTER SKILLS

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- Proficient with Macintosh and Windows operating systems including Microsoft Office Suite and Access.
- Completed FileMaker Pro database software training courses.