# Clara Ann Price

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Early Childhood, preschool educator with over 20years of experience working with children age’s infancy to adolescent; I also have experience working as Assistant Director of Childcare facility as well as Team Leader/Supervisor for the third national credit card company in America, Discover Credit Card Co. I am familiar with production, print-mail, embossing, and shipping and packaging and I have experience in QA in manufacturing and production.

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**Core Professional Strengths**

Problem Solving Self Motivated Shipping and Handling

Team Leader Scheduling Records Keeping

Quality Control Team Builder Knowledgeable in Office equipment

Staff Training and Development Time Management Customer Service

**Professional Experience**

Three Rivers Early Childhood Learning Center 2080 Three Rivers Blvd, Poplar Bluff, Missouri 63901 (573-840-9600)

Assistant Director Sept.2006 July 2010

Oversee the daily activities and operation of childcare facility for the Three Rivers Community College.

Responsibilities included teaching early childhood program, supervision of part-time and volunteer staff. Coordinate, and execute daily schedules for childcare facility and staff.

* Supervise staff and training
* Coordinate and early child hood learning program
* Supervise daily routines and operation of childcare facility
* Maintain compliancy in OSHA and HIPPA, and Coding regulation
* Prepare schedule, Oversee inventory and purchases, Post charges and all payments.

W.E. Sears’s youth center 9700 Sears Lane, Poplar Bluff, Missouri 63901(573-840-9280)

Youth Specialist Oct.2004 Sept. 2006

Worked with juvenile offenders in a group home setting, assistant teaching in class-room, Personal advocate for three juveniles, personal training in Drug and Alcohol Abuse, and Sexual Abuse. Supervised work programs, while working with students on personal hygiene, self-control, self-esteem and anger management training, while providing evening and night supervision.

Discover Credit Card Co. Memphis processing center, main office Chicago Illinois (phone listed)

Team Leader Print/Mail and Embossing Dept. Sept. 2000 Oct. 2004

* Responsibilities included working in print/mail department learning and training others on how to print customer’s credit card statements. Team leader of night shift for two years.
* Responsible for training and supervising Embossing dept. work floor. Trained staff on how to run the IBM 9000 and quality control of credit card embossing and shipping.
* Efficiency in quality control, time management of orders and shipment of credit cards. Record keeping of inventory in credit card vault, trouble-shoot and problem solve, card issues with embossing and shipping of cards. Maintain Zero late policy. Award winner of The Excellent and Pinnacle Awards.

**Education**

High School: Scott Co. Central Sept. 1976 to May 1980 Diploma: May 18, 1980

College: Three Rivers Community College January 2009 to May 2012 Degree: AAS in Education

**Professional Training and Certificates**

Missouri Child Care Development Certificate May 2010