

LADONNA DAVIS

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OFFICE MANAGEMENT SPECIALIST

Focused and dynamic administrative professional with exceptional written and verbal communication skills, outstanding instincts, and the ability to anticipate operational needs. Serve as point person on key projects; highly skilled in building relationships, project management, and scheduling and maintaining calendars. Excel in environments requiring attention to detail, technical savvy and computer proficiency, along with sound critical thinking and problem solving abilities. Skilled in building relationships, scheduling and maintaining calendars, managing projects and serving as the face of the organization. Expertise includes:

- Office & Project Management
- Organizational Design
- Performance Management
- Business Communications
- Customer & Stakeholder Engagement
- Workflow Optimization
- Data Compilation/Analysis
- Administrative Planning
- Budget Accountability

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CAREER CHRONOLOGY

Buckhead Middle School, Phoenix, AZ

2010-Present

Classroom & Project Assistant Volunteer

Organized projects and assisted teaching staff in building and managing a structured environment that is conducive for learning and growth for students, staff, and parents.

- Initiated electronic filing of student evaluations, resulting in a more streamlined process and a reduction in workload for the school's administrative staff.
- Created a parent-volunteer sign-up system that significantly increased the quality of communications, classroom organization and productivity.
- Assisted with curriculum development initiatives utilizing MS Office Suite applications, including PowerPoint.
- Served on multiple committees, and acted as a resource to administrators and staff.
- Coordinated and monitored field trips for students seeking to improve their technical skills.
- Accountable for managing project budgets and timetables.

Bright Star Preschool, Phoenix, AZ

2008-2010

Head Teacher

Managed all aspects of this multi-classroom preschool program. Developed curriculum, coordinated communications between staff and parents, and ensured students were thriving in a safe and productive academic setting.

- Provided direction and instructional expertise to teachers, encouraging a collaboratively and student-focused learning environment.
- Devised and executed programs and projects that challenged students develop and grow their creative, analytical, physical, and academic abilities.

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EDUCATION

Bachelor of Arts, Education – University of Tempe, Tempe, AZ

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COMMUNITY SERVICE

Donation Team Leader, United Way, 2012-2016