Erin Sue Booker

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# Professional Experience

## August 2018 to April 2020

Preschool Director,

Lincoln Park Cooperative Nursery School

Ambitious Executive Director who creates strategic alliances with organization leaders to effectively align with and support key business initiatives. Builds and retains high-performance teams by hiring, developing and motivating skilled professionals.

# Skill Highlights

Leadership/communication skills Project management

Business operations organization

New product delivery

Client account management Budgeting expertise

Employee relations Self-motivated Customer-oriented

Market research and analysis

## January 2011 to August 2018

Preschool Director.

Winnetka Public School Nursery, Winnetka, IL

Developed and directed strategy for launch of new product that became #1 in the market place 12 months after assuming Executive Director position.

Strengthened company's business by leading implementation of a marketing plan. Spearheaded cross-functional initiative to hire highly-qualified teachers.

Manage a team of 14 of professionals.

Increased profits by 85% in one year through restructure of the class offerings to align with a 85-year-old educational tradition and curriculum model.

Generated new business through analyzing and restructuring class offerings to better align with the community and clients' needs.

Accountable for all functions of the operations of the school, including overall customer satisfaction, communication and collaboration with the board of trustees, hiring and managing staff, professional development plans, maintenance of the school environment, procuring materials, and budgeting.

Inherited an 87 year old school with an enrollment of 39 of a possible 11O enrollment census. Within one school year, dramatically improved this to 98% enrolled with waiting lists for many of the classes.

Spearheaded new employee training and bonus program that increased retention. This includes a training trip to Reggio Emilia, Italy, for qualifying staff funded by donations and grants.

Initiated a year-long program assessment, which resulted in a redesign of the programming offered in order to better meet the needs of the community and client base.

## January 2009 to June 2011

Student Teaching Placement Coordinator Kendall College, Chicago, IL

Accountable for over-all relationships between teachers-in-training and the cooperating schools where they did their in-service training.

## January 2002 to January 2013

Adjunct Faculty

Oakton Community College, Des Plaines, IL

Accountable for the creation and implementation of the multiple education courses

## January 1994 to January 2010

President,

A Place for Children, Inc., Chicago, IL

Manage the day to day operations for an Early Intervention and Applied Behavioral Analysis therapy company serving over 300 clients per week.

Manage the business finances. Hire and manage staff.

Case management.

# Education

**Early Childhood Development,** 1999 **The Erikson Institute** - Chicago, Illinois GPA: GPA: 3.80/4.00

GPA: 3.80/4.00

## Bachelor of Science: Elementary Education, 1994

**Loyola University** - Chicago, Illinois

GPA: GPA: 3.05/4.00 GPA: 3.05/4.00

## Elementary Education, Type 03, Type 04 and CNATE License Occupational Therapy, suspended

**Rush University** - Chicago, Illinois GPA: GPA: 4.0/4.0

GPA: 4.0/4.0

# Skills

Case management, Child Care, clients, direction, Listening, Director, mentoring, Exchange, needs assessment, Network, teaching, Therapy, Trainer, Type

# Professional Affiliations

Illinois Director Credential Level Ill The National Association for the Education of Young Children The National

Association for Early Intervention High Scope America American Council On The Teaching Of Foreign Languages