**JANINE D. ROYAL**

1966 Newbold Ave, Apt 1001

Bronx, NY 10472

H (718) 239-0463, C (718) 902-2989

**EDUCATION**:

**December 12 Tiffin University**

Masters of Business Administration

Concentration: Sports Management

**May 97 State University of Stony Brook**

Master of Arts in Liberal Studies

New York State Coaching Certification

**May 96 State University of Stony Brook**

Bachelor of Liberal Arts

Minor: Child and Family Studies

**PROFESSIONAL EXPERIENCE**:

**August 12 - Entrepreneur – Financial Advisor Bronx, NY**

**Present**

**October 07 Building Educated Leaders for Life (BELL) Bronx, NY**

**- August 12 Site Manager of PS 62x**

BELL is a community-based, non-profit organization that works to increase the educational opportunities and life achievements of children living in under-resourced, urban communities. BELL was founded in 1992 by a group of black students at Harvard Law School. The BELL After-School program is deisgned to improve children’s academic performance by building their basic skills in reading, writing and math; by providing a safe and structured learning environment; and by connecting them with positive adult role models. BELL also seeks to raise scholars’ self-esteem and develop their awareness of the importance of community service. BELL After-School is offered in elementary and middle schools, by making a difference in the lives of children and families. Standardized tests indicate that BELL scholars gained the equivalent of four months of classroom instruction in literacy and math skills during the summer, a time when children living in low-income communities generally lose about three months of skills. In addition, BELL scholars’ gain confidence and expectations for the future rose significantly.

**Summer 10 Area Site Manager Detroit, MI**

* Responsible for all aspects of managing the summer program for 3 school sites within the region; ensured excellent educational programming for scholars in elementary and middle schools that hosted the BELL Program.
* Supervised, coached and evaluated all reporting staff up to 120 Teachers, Tutors and Program Assistants.
* Built and managed highly effective relationships with school principals, school districts and parents; made daily on-site visits to support the Program Manager and Assistant Program Manager; communicate with schools as necessary and insured quality of service and staff.
* Managed financial accounts and reporting systems including P&Ls, teaching staff ratios, scholar enrollment goals, attendance percentages.
* Developed strategies for improving the running of each site and hold
* Make sure the delivery of high quality services at established levels defined by outcomes and at volume levels for the summer program; and to ensure 100% of scholars achieve proficiency in reading and math.
* Participated and assisted with the implementation of trainings for the BELL Summer Programs leadership staff as well as teachers and tutors.
* Performed other duties as assigned by the Regional Director.

**Sept. 09 Site Manager of PS 30x, IS 162 and JHS 145 Bronx, NY - June 10**

* Responsible for ensuring effective implementation of the BELL After School program model; developed and regularly revisited instructional plans for each scholar cluster based on instructional goals and assessment data; and work to ensure that 100% of scholars achieve proficiency in reading, writing and math.
* Supervised, coached, encouraged, and evaluated all teacher and tutors in working with small groups of scholars to deliver the BELL curriculum and program model; plan and implement a variety of individuals and group events to foster communication, camaraderie and job satisfaction.
* Attended and participated in BELL’s professional development programs, staff meetings, and other trainings; document and share “lessons learned” with other site managers across the organization.
* Built and managed highly effective relationships with the principal, teachers and parents including monthly meetings with the principal and teachers to discuss individual scholar progress, assessment data and ways to better meet the needs of the scholars and schools.
* Built strong relations with parents by leading parent orientations, connecting daily at pick-up time, encouraging participation in celebrations, organizing workshops, community dinners, or other events that increase BELL parent’s connection to and involvement in their child’s school and education.
* Managed site expenses against budget, including adherence to establishing staffing ratios, while ensuring effective implementation of the BELL program.

**Summer 09 Program Manager, PS 152M Manhattan, NY**

* Ensured strong customer service satisfaction from parents and scholars; work collaboratively with Schools and community-based organizations.
* Assisted in planning, scheduling coordination and implementation of parent orientation and enrollment process.
* Conducted presentations at parent meetings and community events to promote BELL.
* Ensure all enrollment data entry is properly entered. Responsible for ensuring effective implementation of the BELL Summer Success Program model; developed and regularly revisited instructional plans for each scholar cluster based on instructional goals and assessment data; and work to ensure that 100% of scholars achieve proficiency in reading, writing and math.

**Summer 08 Program Manager of Indian Orchard Springfield, MA**

**Oct. 07 Site Manager of PS 30x Wilton School Bronx, NY**

**-May 09**

* Responsible for ensuring effective implementation of the BELL After School Program model; developed and regularly revisited instructional plans for each scholar cluster based on instructional goals and assessment data; and work to ensure that 100% of scholars achieve proficiency in reading, writing and math.
* Supervised, coached, encouraged, and evaluated all teacher and tutors in working in small groups of scholars to deliver the BELL curriculum and program model; plan and implement a variety of individuals and group events to foster communication, camaraderie and job satisfaction.
* Built and managed highly effective relationships with the principal, teachers and parents including monthly meetings with the principal and teachers to discuss individual scholar progress, assessment data and ways to better meet the needs of the scholars and schools.
* Built strong relations with parents by leading parent orientations, connecting daily at pick-up time, encouraging participation in celebrations, organizing workshops, community dinners, and other events that increase BELL parent’s connection to and involvement in their child’s school and education.
* Managed site expenses against budget, including adherence to establishing staffing ratios, while ensuring effective implementation of the BELL program.

**Aug. 02 Children’s Aid Society Bronx, NY  
 - Sept. 08**

**Program/Summer Camp Director at CS 61/IS 190**

* Responsible for the creation and administration of an after-school program, which serves 260 students.
* Responsible for the supervision of 40 staff members consisting of college and high school students, Department of Education (DOE) Teachers
* Served as a liaison to the Department of Education, Out-of-School Time after school program funded through the Department of Youth and Community Development, and the Children’s Aid Society
* Connect families to mental health, dental, and specialty services.
* Assist with administrative and fiscal matters, participate in proposal

writing as well as media articles.

**SKILLS:**

Light typing, Microsoft word, Publisher, Excel, PowerPoint and software based on Windows environment, thorough knowledge of internet. Comfortable with multiple tasks, strong administrative and leadership skills, experienced in program design, educational programming, curriculum development and implementation. I’m also energetic, organized, detail oriented, trustworthy and dedicated.

**Certification:**

Child Abuse Prevention, CPR, First Aid Responding to Emergencies (RTE)

**Licenses**:

New York State Department of Financial Services: Insurance Agent