

LATONIA A. PETTIE-SIMPKINS

latonias@verizon.net ~~ 508.272.4351

RELATED EXPERIENCE:

Brockton High School, Brockton, MA 01/11-present

Substitute Paraprofessional: School Counseling Department

- Prepare transcript packages and track college applications. Update and code transfer credits.
- Provide support to counselors with daily administrative duties and organization maintenance.

Intern: School Counseling Department

- Advised a large caseload with individual emphasis on 20 students. Assisted students with scheduling and planning. Effectively infused academic, career and social individual and group counseling.
- Participated in the development of student's IEP and/or 504 assessments/evaluations.
- Implemented a series of FAFSA Pin workshops consisting of ESL/ELL and some mainstream students.
- Executed a series of Mini College Fairs and guided students through the college application process.
- Counseled students on various standardized testing (MCAS, PSAT).
- Collaborated with multiple professional disciplines within the school and community.
- Registered new students and orient them on the school policies and procedures.
- Intervened promptly with drop-out prevention strategies.
- Proctored the weekend SAT and ISEE exams for 200-400 middle and high school students.

Counselor, Academic Achievement Center, Bridgewater State University 08/10-12/11

- Advised a case load of over 150 first-year students with majors and/or undeclared majors.
- Performed as an academic counselor, advocate, and resource person for students in the advising cycle; ex: deadlines, school policies, exit interviews, GPA calculations, and other registration procedures.
- Facilitated every aspect of each Orientation Registration and First Year Advising Programs.
- Utilized referral skills needed to appropriately direct individuals to resources within the college or community.

Substitute Teacher, Boston Public School Department, Boston, MA 01/09 – 12/09

- Motivated students in class participation to ensure success of students' ability.
- Conducted class presentations, compiled classroom work and taught many different study subjects.

Substitute Teacher, Brockton Public School Department, Brockton, MA 09/02 – 06/04

- Motivated students in class participation to ensure success of students' ability.
- Conducted class presentations, compiled classroom work and taught many different study subjects.

Volunteer:

Coach – Brockton Youth Baseball League (age 7-9 boys)	2012
Assistant Coach - Brockton Youth Basketball League (2 nd & 3 rd grade boys)	2011-2012
Coach – Brockton Youth Softball League (age 5-8 girls)	2003-2005

TECHNICAL SKILLS:

Frontpage, Web Design, EZ Analyze, College Readiness Programs: Your Plan for College, Naviance and Bridges Choice.

CERTIFICATIONS/PROFESSIONAL AFFILIATIONS:

- Massachusetts Educator Licensure – School Counselor PreK-12, Certified 2012
 - Member of ASCA American School Counseling Association 2010-present
 - Member of MASCA Massachusetts School Counseling Association 2010-present
 - Member of South Shore Guidance Association 2010-present
 - Member of Greater Boston School Counselors Association 2010-present
 - Member of Chi Sigma Iota - Beta Sigma Chi - Honor Society 2010-present
 - American Heart Association CPR/American Red Cross First Aid Certification 2009-present
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PROFESSIONAL EXPERIENCE:

Executive Administrative Asst., Fidelity Investments, Investment RE Group, Boston 2/05 - 12/08

- Managed day-to-day operations for a Vice President, a Director of Capital Markets and four Asset Managers, which included all logistics surrounding meetings, phone messages, emails and complex domestic travel.
- Updated budget reforecast of commercial properties located in major markets nationally and development projects valued over \$4.0 billion.
- Monitored oversight of third party management, administrative and company's financial data on a monthly, quarterly and annual basis. Monitored occupancy of budget and draw summary reports.
- Coordinated logistics surrounding major deal closings for condo units – sale tracking, settlement statement reviews and approvals and maintain the tracking of unit sales summary reports for a \$625M real estate fund.

Assistant to Executive Vice President, State Street Corporation, Quincy 9/98 - 4/02

- Organized and executed a high level of confidential, executive, business, management, administrative, and technical support to the EVP and backup to CEO. Managed a division of 500 employees with a budget of \$3 million. Managed EVP's schedule, coordinated meetings, travel arrangements and screened phone calls.
- Created and maintained daily correspondence, expense reports, reports with graphs and charts and an employee database for presentation to Executive Management.
- Demonstrated professionalism during client interaction and handled confidential information and materials with required sensitivity. Managed web page content for department. Supervised and motivated junior secretaries.

Sr. Admin Asst, Infectious Disease Division, Brigham & Women's Hospital, Boston 8/89 - 11/96

- Managed and coordinated daily operations of division for 3 Physicians, a Manager and assist backup to the Chief. Understood importance of confidentiality for all patients. Created and maintained new filing system.
 - Created an in-house project that provided case management to HIV patients with housing, finances and counseling. Supervised and motivated Jr. Secretaries, including training and performance reviews.
 - Organized teaching events that consisted of travel arrangements, presentation development and location setup to include over 200 physicians worldwide.
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EDUCATION:

M.Ed., in School Counseling, Bridgewater State University (CACREP) 2011

B.A., Africana Studies and English, University of Massachusetts 2004