

Faith Bornoff
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Largo, Florida
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Attn: Hiring Manager
Department of Health

Re: PUBLIC HEALTH SERVICE MANAGER B-SES

Dear Hiring Manager,

I am responding to your posting for a Public Health Service Manager. Given my formal education, extensive experience in the field of early childhood education, and multiple years of management experience, I am confident that I am exactly what your organization is looking for.

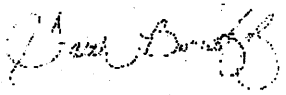
I moved to the Tampa Bay area in March of 2016. I have since been traveling back to Richmond, Virginia every other week as the Director of Operations managing four licensed child care programs. Because of my position, the company felt the benefit outweighed the cost to continue having me on payroll, and pay for all travel expenses. Although my current employer would like for this arrangement to continue long term, I feel it is best for me to look at working here in my new home state of Florida.

My background includes teaching and managing multiple for-profit and non-profit programs in the both private and religious sectors. I have a true passion for education, and desire a position that will allow me to utilize my extensive experience along with my Master of Education in Educational Management degree to its fullest.

My current position is in a fast paced environment that requires constant innovation, and team building. In addition to daily school management of multiple programs, I am responsible for all HR responsibilities upholding policy, payroll, small claims and unemployment cases. My strong organizational skills, ability to work independently, and attention to detail, are vital to my success. I have excellent oral, written and public speaking skills, and my certification in Steven Covey's Signature Leadership training adds to my value as an employee.

I am sure I will be a great fit for your company, and I look forward to discussing my qualifications with you further.

Sincerely,



Faith Bornoff M.Ed.

FAITH BORNOFF

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OBJECTIVE

Seeking opportunities where my years of diverse experience, industry expertise and formal education contribute to mutual success.

SUMMARY OF ACCOMPLISHMENTS

- Master of Education with a 3.833 GPA (Suma Cum Laude).
- Managed company P&L with net revenue of >\$5.2M per year.
- Lead Keiko Company to earn Top Performer award for past three years with Rainbow Station.
- Twenty-nine (29) years of early education experience with sixteen (16) years in management.
- Covey 7 Habits Leadership trainer and facilitator.
- State Level (VAECE) and Rainbow Station Corporate conference presenter.
- Lead and managed both national (NAEYC) and AdvancED (SACS) accreditation processes.

PROFESSIONAL EXPERIENCE

Director of Operations (Multi-Unit) 2010 to present
Keiko Company dba Rainbow Station (NAEYC and AdvancED accredited) Glen Allen, Virginia

- Maintain site operations for franchise owned multi-units with more than 500 students and 100 employees with a net revenue of >\$5.2M per year.
- Manage, hire and train administrators including Directors, Assistant Directors, Administrative Assistants and RN's for multiple locations.
- Successfully managed business within budgetary guidelines.
- Expert knowledge of KPI, Statistical Analysis (Metrics) and P&L management.
- Maintain monthly Quality Assurance (QA) protocol.
- Manage new school start-up including marketing, construction and state regulatory requirements.
- Conducted Performance Management Reviews, strategic planning and goal setting sessions with administrators and staff.
- Lead National (NAEYC) accreditation process and renewals ensuring the minimum required criteria was exceeded in all areas (zero M.E.R.F items).
- Lead multiple AdvancED (SACS) accreditations and renewals.
- Uphold all corporate (BCR), licensing and accrediting standards for multiple campuses.
- Expert Knowledge of current licensing and regulatory guidelines for early childhood facilities.
- Efficiently manage payroll and benefits for all employees.
- Manage all human resource (HR) needs for the company and maintain a zero loss unemployment hearing rate.
- Organized the first non-profit parent advisory board in the history of the franchise.
- Attended and presented at state VAECE and Rainbow Station Corporate conferences.
- Personally train all staff members on The 7 Habits of Highly Effective People leadership program.

Director **2008-2010**
Primrose School of Atlee Commons (AdvancED Accredited), Ashland, Virginia

- Managed franchise owned preschool consisting of 150+ students.
- Successfully interviewed, hired, trained and supervised more than 30 employees.
- Managed all human resource (HR) needs for the company including payroll and maintained a zero loss unemployment hearing rate.
- Expert Knowledge of current licensing and regulatory guidelines for early childhood facilities.
- Upheld corporate franchise and accreditation requirements.
- Lead successful marketing and fundraising efforts.
- Maintained monthly Quality Assurance (QA) records.
- Successfully stayed within budgetary guidelines.
- Facilitated monthly emergency drills and required documentation.
- Held teacher, student, and parent meetings, trainings and workshops.

Director **2001-2004**
Sandston Baptist Preschool, Sandston, Virginia

- Founded school and experienced successful turn over to new Director.
- Successfully interviewed, hired, trained and supervised 4 teachers.
- Managed payroll and human resource (HR) needs.
- Facilitated monthly assemblies.
- Maintaining payments and deposits.
- Stayed within budgetary guidelines.
- Met regulatory requirements to keep license current.

Kindergarten Teacher **1999-2000**
Bible Heritage Christian School (ACSI accredited), Amarillo, Texas

- Maintained and successfully taught Abeka Kindergarten curriculum.
- Facilitated quarterly parent teacher conferences.
- Upheld good parent, student and teacher relationships.
- Attended multiple trainings and workshops.

Owner/Director **1995-1999**
Teddy Bear Child Care, Troutdale, Oregon

- Efficiently manage payroll for all employees.
- Maintained school budget within mandated guidelines.
- Knowledgeable of licensing and social services regulatory guidelines for early childhood facilities.
- Lead successful marketing and fundraising efforts.
- Facilitated monthly emergency drills and required documentation.
- Held teacher and parent meetings, trainings and workshops.
- Responsible for all Staff training.
- Maintained tuition payments and deposits.

Teacher

1992 –1994

Martha and Mary Child Care Center, Poulsbo, Washington

- Maintained and successfully taught Preschool curriculum.
- Prepared Lesson Plans based on established educational guidelines.
- Facilitated semi-annual parent teacher conferences.
- Upheld good parent, student and teacher relationships.
- Attended multiple required trainings and workshops.

EDUCATION

Master of Education, Strayer University, Henrico Campus, Virginia, 2011. Concentration in Educational Management. Graduated Suma Cum Lade with a GPA of 3.833

Bachelor of Interdisciplinary Studies, Virginia Commonwealth University, Monroe Park Campus, Richmond, Virginia, 2009. Concentration in Early Elementary Education and a minor in Psychology. Graduated Cum Lade with a GPA of 3.358

Associates of Science, J. Sargeant Reynolds Community College, Parham Road Campus, 2007. Concentration in Social Science; Teacher Preparation. Dean's List

CERTIFICATIONS

Covey 7 Habits Signature Leadership Training Facilitator

AdvancED (SACS) Lead Evaluator

Medical Administration Training (MAT)

First Aid / CPR

Baby Signs Certified

PROFESSIONAL ORGANIZATIONS

National Association for the Education of Young Children (NAEYC)

Alpha Chi; National College Honor Scholarship Society

PERSONAL INTERESTS/HOBBIES

Family

Beach

Zumba Fitness

Scrapbooking

Traveling

Rollercoasters