

# Valerie M. Perry-Kennedy

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## Professional Experience

### **Paraprofessional** (Pre-school, Special Education K-8), 2006-2011 – Dayton Public School District

Assisted teachers in pre-school and special education classes, implementing individualized programs following state mandated requirements for pre-schoolers, educating children with learning challenges and special needs within a mainstreamed and inclusive classroom following individualized educational plan, ensuring the health and safety of all children, competent working with children from various backgrounds, diverse personalities, and varied educational levels, strong abilities to multi-task with high level of patience and self control, comfortable working in a fast paced environment, established positive relationships with students, parents, fellow teachers, and school administrators. Consistently commended for ability to redirect students exhibiting behavior problems by replacing disruptive, unproductive patterns of behavior with positive intervention.

### **Daycare Provider**, (Private Pay and Title 20 Clients) 2006–2011 – Montgomery County Job and Family Services

Provided excellent quality child care in my home using an age appropriate curriculum established by state standards, provided well-balanced meals, ensured the health and safety of all children, engaged children in meaningful fine and gross motor activities, along with creative craft creations, and maintained positive relationships between parents and children, professional recordkeeping, and attended on-going daycare provider state mandated trainings.

### **Substitute Teacher** (K-12), 2005-2006 – Dayton Public School District

Fulfill both short- and long-term substitute assignments across all subject areas, effectively teaching students of varied academic/age levels (grades K-12) and diverse cultural backgrounds. Instruct classes of as many as 24 students; communicate with teachers, administrators and parents; and build a positive rapport with students.

## Other work experience

Montgomery County Board of Mental Retardation	Quality Assurance Specialist	4/02 – 5/05
Montgomery County Board of Mental Retardation	Temporary Clerical Support	9/01 – 4/02
Young Women’s Christian Association (YMCA)	Child Activity Leader	11/99 - 6/01
National Diamond & Gold Brokers	Jewelry Sales person	11/93 – 12/99
Montgomery County Daycare Provider	Certified Daycare Provider	4/91 – 4/96
Dayton Public School District	Substitute Teacher	9/90 – 3/91
McDonald Corporation	Assistant Manager	9/89 – 8/90

## Education

Wilberforce University	Bachelors of Science in Business Management	9/85 – 5/89
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## Summary of Qualifications

- ▶ Excellent communication and interpersonal skills
- ▶ Strong ability to work with various personalities
- ▶ Ability to multitask and excellent organizational skills
- ▶ Strong leadership abilities
- ▶ Supervising, planning, prioritizing, and scheduling staff/workloads
- ▶ Ability to sell
- ▶ Competent handling large sums of money
- ▶ Skilled in various clerical functions and basic computer software knowledge
- ▶ Ability to recognize and professionally process confidential issues

## Objective

To secure a position in an organization that will enable me to use my past experiences, skills, and education background to help achieve the overall goal of the organization.