







D E B B I E B E S S A

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E D U C A T I O N

TEACHER'S AID CAREER DIPLOMA
ICS CANADA
2019

BACHELOR OF ARTS
Major in English, Minor in Geography
THOMPSONS RIVER UNIVERSITY
Currently Enrolled

S K I L L S

- Lesson Preparations
- Leadership Development
- Vision Strategy & Tactics
- Stewardship Development
- New Programs Development
- Problem Solving
- Creativity
- Responsive and independent
- Flexible and enthusiastic
- Planner & Organizer
- Able to work under pressure

P R O F I L E

I'm a mom to four beautiful kids pursuing a part-time administrative role. Hard-working, passionate and focused on creating a positive work environment. Extensive experience working with administrative settings. Equally effective whether performing independently or as a member of a team.

W O R K E X P E R I E N C E

EARLY CHILDHOOD EDUCATOR

Mapletree Pre-School, Kamloops, British Columbia July 2020 – Present

- Provided a safe, clean, and nurturing environment;
- Worked with ages 1-5;
- Created, prepared, and guided age appropriate curriculum;
- Prepared healthy and nutritious snacks throughout the day;
- Provided basic recreational and educational activities;
- Kept records of daily observations, incident reports, and medicines administered;

KIDS DIRECTOR & OFFICE ADMINISTRATOR

OASIS CHURCH, Kamloops, British Columbia August 2016 – September 2020

Kids Director

- Established vision, mission, values, and strategic structures and systems that facilitated the integration of new kids into the Oasis Kids program that saw a high of 50 kids in attendance;
- Developed curriculums for all ages and multiple teaching teams to manage the kids;
- Implemented Online Planning Center (an online management software) in order to manage volunteers' schedules;
- Created safety protocols and lead training sessions;
- Managed department budget responsibilities;
- Developed and managed fundraisers;

Office Administrator

- Maintained up to date documentation regarding Oasis Church governance;
- Managed all database and all scheduling of events and user groups;
- Managed all communication: Social Media, Website, e-mails, letters, and phone calls;
- Responsible for ordering necessary materials/supplies for inventory;
- Collaborated with bookkeeper and church treasurer with all invoices, bill payments, and payroll in a timely fashion;

D E B B I E B E S S A

TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint
- Pages, Keynote, Numbers
- Online Planning Center
- Website Development
- Social Media Management

REFERENCES

Ivory Winston

Oasis Church
Board Member
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Robert MacDonald

Oasis Church
Next Generation Pastor
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Ashley Riazanov

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Victoria Mark

Freedom Hill Church
Former Board Member
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WORK EXPERIENCE CONTINUED

BUSINESS OWNER

Fancy Fleurs & Glamorous Occasions, Winnipeg, Manitoba 2008 – 2016

- Managed all marketing for the business;
- Acquired clientele, and managed their contracts to completion;
- Made purchase orders, managed inventory, invoices, and bill payments;
- Created and maintained website and all social media platforms;
- Communicated with both clients, vendors, and venues efficiently;
- Managed multiple teams on weddings and events;
- Maintained healthy networks with other organizations in the industry.

KIDS DIRECTOR

FREEDOM HILL CHURCH, Winnipeg, Manitoba 2010 – 2015

- Managed a Sunday School Program with an average attendance of 18 children;
- Developed Sunday School curriculum for all ages;
- Organized and prepared craft materials to coincide with lessons;
- Developed a teaching team concept and trained 2 team leaders;
- Managed multiple teams of leaders and volunteers (6 personnel);
- Directed Easter and Christmas Concerts;
- Launched a mid-week program for moms with babies.

CHILD CARE WORKER

ANCHOR, Winnipeg, Manitoba 2011 – 2012

- Supervised children that were in the child care system (newborn to preteens);
- Managed schedules, meals, activities, transportation, and medical administration for the children in the shelter;
- Collaborated with social workers to adhere to court scheduled meetings with parents;
- Performed household duties such as meal prep, cleaning, laundry, assisted with homework, changed diapers, fed babies, and played with children throughout the day.
- Managed shift logs and incident reports.

EARLY CHILDHOOD EDUCATOR

WAVERLEY HEIGHTS DAYCARE, Winnipeg, Manitoba 2006 – 2007

- Provided a safe, clean, and nurturing environment;
- Worked with ages 2-5;
- Created, prepared, and guided age appropriate curriculum;
- Prepared healthy and nutritious snacks throughout the day;
- Provided basic recreational and educational activities;
- Kept records of daily observations, incident reports, and medicines administered;