

PEARL G. ALIMO

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SUMMARY OF EXPERIENCE AND SKILLS

- Have over 10 years' experience implementing child and youth programs around the world.
- Strong Leadership skills and outstanding interpersonal relationships with others
- Exceptional Communication Skills

EDUCATION AND QUALIFICATIONS

- Master of Arts in Education (MAED) - Michigan State University, May 2013-May 2015
- Graduate Certificate in Teaching & Learning - Michigan State University, May 2015-May 2015
- Child Development Associate Credential (CDA), July 2014
- Child Development Associate Professional Development Specialist (CDA PD Specialist) September, 2014
- Bachelors of Arts in French & Linguistics -University of Ghana-Legon, August 2003-June 2008

WORK EXPERIENCE

Position	Employer	Period
Child and Youth Programs Leader	Department of the Navy	November 2013-Present

Primary Duties:

Training, role modeling, classroom observations

- Assists Training and Curriculum specialists to observe and record progress of staff and proper implementation of developmentally age appropriate activities for children and youth
- Work with trainers to provide training and instruction to direct care givers
- Role modeling and mentoring direct care givers
- Orient new staff and parents
- Assist staff in completing modules
- Assist staff working on Child Development Associate (CDA) Credential

Supervision of Children and Youth:

- Overseas the arrival and departure of children and youth
- Provides care, supervision, oversight and accountability of all children and youth at all times as they enjoy indoor and outdoor activities including field trips
- Maintains ratio and ensure the safety of all children and youth

Assessment:

- Assist Child and Youth Program assistants with observations, recordings and assessment of the learning progress of children and youth.

Communication:

- Communicate professionally with staff; brief staff about updates and reminders from management

- Maintains an open communication with parents and encourage parent involvement programs
- Hold Behavior Plan meetings with parents as well as help staff organize parent-teacher conferences.

Position	Employer	Period
Education Technician (CYP)	Department of the Navy	August 2011-October 2013

Primary Duties:

Program and activities

- Plan, implement and evaluate activities for school age children and youth

Provide Care & Supervise youth

- Provide care for children including children with special needs
- Supervise and monitor the where about of children in my care
- Ensure safety of all children at all times including fire safety drills, field trips , indoor and outdoor activities

Communicate

- Daily verbal pass down to parents about progress of youth and or concerns about behavioral issues

Mentor & Role model

- Mentor new staff
- Assist new staff working on modules and MSA Credential
- Role model appropriate child care practices to new staff

Position	Employer	Period
Travel Consultant	X-plore Voyages	July 2008-November 2010

Primary Duties:

Customer service

- Help students search for study abroad programs
- Help clients identify and plan for travel abroad

Training & Mentoring, Marketing

- Mentor new staff and interns
- Help promote companies products and services

Accounts

- Prepare daily accounts of company
- Assists in budget planning and execution

Position	Employer	Period
Youth Projects Facilitator	Curious Minds	June 2005-August 2006

Primary Duties:

Training, airing and publishing

- Train children and youth on basic radio broadcasting skills
- Record children's stories for radio programs
- Facilitate community outreach education programs and projects on children's rights

Reporting

- Prepare quarterly reports on project
- Publish children's stories and projects in magazines

Position	Employer	Period
Events Coordinator	Techgov	September 2004-May 2006

Primary Duties:

Organizing Events

- Plan and organize IT workshop trainings
- Plan and organize IT special events including summits

Reporting

- Prepare monthly reports on special events
- Monitor participation of events and recommend new activities

Marketing, sales and customer service

- Promote companies service and products
- Plan and implement marketing strategies to promote sales for company
- Answer customer's queries about companies services and products

SKILLS

- Foreign Language - (Spoken and Written) - French
- IT Skills - Able to use office word, outlook and internet
- Website creation-Able to create web pages
- Facilitation-Facilitates Empowerment, Leadership, Cultural and Advocacy training workshops

INTERESTS AND ACTIVITIES

- Reading, Writing, Photography
- Working with and for children and young people
- Traveling to new places, meeting people and making friends

PROFESSIONAL REFERENCES:

Available upon request