

Cheryl T. Kottke

4708 Lenore Lane
Eagan, MN 55122
651-341-7537
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PROFESSIONAL SUMMARY

Administrator with 20+ years of experience supervising 12-40 employees at multiple sites. Skilled at recruiting, interviewing, and trainer of quality staff. Developed and implemented orientation procedures. Enjoyment in organizing systems and variety in each day.

KEY QUALIFICATIONS

- Recruit, screen, interview applicants
- Completed new hire paperwork
- Conduct new hire orientation
- Completed & prepared reports
- Experienced in Human Resources
- Extremely dependable
- Organizes and streamlines systems
- Exceptional time management
- Enjoys multiple priorities
- Maintains confidentiality

ACCOMPLISHMENTS

- Supervisor of 12-40 staff; recruited, screened, interviewed (using the STAR system), coached, assessed, conducted background checks (MN, WI), references, supervised drug testing, and all new hire paperwork including: W-4, WOTC, direct deposit, I-9, and all corporate paperwork.
- Selected qualified staff to match appropriate job positions.
- Experienced with the Family Medical Leave Act, OSHA, Worker's Compensation, labor laws, employee termination, and working with government agencies.
- Spear headed, organized, and presented at staff development days and trainings.
- Leader of collaboration and effective team building between multiple sites.
- Devised and updated new policies and procedures. Created parent handbook, staff job descriptions, teacher/child assessments, program assessments, and new employee orientation manual and procedure.
- Completed unemployment claims and experienced conference calls for a contested claim.
- Proficient at managing/organizing data: maintaining 500 child files, 40 teacher files, MN licensing/accreditation records, MN Department of Health, USDA data, and data base records.
- Experience completing payroll for 3 retail stores for 3 years.
- Implemented processes and procedures to meet deadlines and ensure efficiency.
- Proficient communicator and problem solver with employees, families, colleagues, and community if diverse populations.
- Proficient communicator and problem solver with children, families, colleagues, and community in diverse populations.

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PROFESSIONAL EXPERIENCE

Part-Time Sales Associate/Merchandiser <i>ABC & Toy Zone-Teacher Retail Store</i>	2013-PRESENT Burnsville, MN
Center Director <i>New Horizon Academy-Child Care Center</i>	2008-2012 Eagan, MN
Center Director <i>Trinity Family Center-Child Care Center</i>	2003-2008 Hudson, WI
Center Director <i>Children's World Learning Center-Child Care Center</i>	1994-2003 Eagan, MN
Administrative Volunteer <i>360 Communities-Dakota County Food Shelf</i>	2013-2014 Burnsville, MN

EDUCATION AND PROFESSIONAL DEVELOPMENT

University of Northern Iowa - Cedar Falls, IA <i>Bachelor of Arts in Elementary Education</i>	
State of Minnesota <i>Food Manager's Certificate-FM51290</i>	2012
Opus College of Business; University of St. Thomas - Minneapolis, MN <i>Mini MBA Certification</i>	2015

TECHNICAL SKILLS

Microsoft Word, Excel, Power Point, and Outlook
Proficient in bookkeeping software and vocational programs: EZ Care, Pro Care.
