

## **LADONNA DAVIS**

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### **OBJECTIVE**

Office Manager

### **PROFILE**

- Experienced leader; successful in streamlining systems to maximize productivity.
- Impressive reputation for building cohesion among disparate groups and individuals.
- A talent for finding innovative solutions and developing or improving procedures.

### **EXPERIENCE**

**2005-10**

#### **Buckhead Middle School, Phoenix, AZ**

##### **Teaching Assistant**

###### **ADMINISTRATION**

- Initiated electronic filing of class evaluations by teachers to reduce workload of the school's administrative staff.
- Established a parent volunteer sign-up system that significantly increased the quality of classroom management.
- Utilized MS Office Suite including PowerPoint for curriculum development.
- Served on several committees and acted as resource to administrators and staff.

###### **PROJECT MANAGEMENT**

- Coordinated and set up after-school field trips for gifted students seeking to improve their computer skills.
- Worked dependably on projects within budgets and timetables.

**2002-05**

#### **BrightStar Preschool, Phoenix, AZ**

##### **Head Teacher**

- Oversaw curriculum development for three classrooms, often involving first-time teachers from diverse cultural backgrounds.

### **EDUCATION**

B.A., Education, 2002  
University of Tempe, Tempe, AZ

### **COMMUNITY SERVICE**

Telethon Volunteer, ABC Public Television, 2000-pres.  
Donation Team Leader, United Way, 2006

**[Note: This resume was created using author & sponsor Susan Ireland's [Ready-Made Resumes.](#)]**