

Dawn Napper
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Experience:

August 2006 – Present

Spotsylvania County Schools

Position: Teacher

Description: Design instruction for First Grade students on their individual academic levels in the subjects of reading, writing, math, science and social studies. Evaluate students in all subject methods using a variety of methods. Establish an environment in which students feel safe and able to take chances.

Feb. 1996 – Dec. 1997

Advanced Management, Inc.

Position: Programmer/Analyst

Description: Entailed working on FDIC contract converting documents from WordPerfect to Word 97 and from Lotus to Excel 97. Also created RDBMS using Paradox for Windows. Wrote technical manual for Paradox database created.

Position: Technical Recruiter

Description: Read through hundreds of resumes a week for various managers in order to fill their positions. Also kept database that tracked resumes and applicants using Access and Excel.

Position: Assistant to the Vice-President

Description: Edit all documentation including proposals, memos and letters. Also researched prices of all hardware and software for proposals. Attended Computer shows as a company representative to assist in selling Internet service.

Position: Project Manager

Description: Managed Federal Housing Finance Board project, which required client being updated by preparing and sending out twice-monthly mailings.

June 1994 – Feb. 1996

Tad Staffing Services

Position: Recruiter

Description: Assumed responsibility for weekly computer processed payroll. Also responsible for recruiting, evaluating and placing temporary and temporary to permanent employees. Handled salary administration; workman's compensation and unemployment claims. Client services included sales, account retention and growth. Counseled temporary employees on job interviewing, resume writing and training for various positions.

Volunteer work:

August 2006 – June 2016

Position: Volunteer/Board member Massaponax Band Parent Association

August 2007 – June 2016

Position: Spotsylvania County Schools Budget Committee

August 2006 – Present

Position: Volunteer/Board member Spotsylvania Education Association

Education:

M.ED. University of Mary Washington, Fredericksburg, VA, May 2007.

B.S. Psychology, Minor Business, Radford University, Radford VA, May 1990.