

Lisa Anselmo, M.A.
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EDUCATION

M.A. Degree- Human Development with Specializations in - Human and Social Services and College Teaching/Teaching Adults, May 2004. Pacific Oaks College, Pasadena
THESIS - *Runaways and Human Service Providers; Purpose and Calling*

B.A. Degree- Human Development, December 2000. Pacific Oaks College, Pasadena CA.
Moorpark Community College, General Education and Early Childhood Development. May 2000.
Moorpark, CA.

PROFESSIONAL EXPERIENCE

Classroom on Wheels, Inc.
Las Vegas, Nevada
Pre-K Program Manager 1-06 to 8-07

Responsible for knowing the curriculum and implementing a non-profit pre-school program for 300+ 3-5 year olds that will result in at risk children being prepared to enter Kindergarten. Incorporate a substance abuse, anti-violence prevention curriculum that builds children's self-esteem and awareness to make healthy choices and ensure their safety. Oversee the parenting component and nutrition program.

- ❖ Possess a working knowledge of the curriculum that is designed to prepare children for kindergarten including pre-reading skills, letter and sound recognition, number recognition, name recognition, math concepts including sorting and classifying, physical and health and nutrition growth.
- ❖ Supervise administration of initial assessment screenings and ongoing developmental assessments of children's growth and development.
Evaluate pupil's academic and social growth, keeps appropriate records and progress reports
Manage all aspects of admissions including recruitment, selection and formation of classes
- ❖ Supervise and support assigned staff of teachers through evaluations and regular staff meetings, providing staff development opportunities, mediating disagreements and assisting in the classroom when necessary.
- ❖ Interview, hire, and train new staff and volunteers as necessary.
Perform quarterly evaluations for each teacher.

**City of Thousand Oaks
Accounting Assistant Theater Department**

4-97 to 6/05

- Provide clear, accurate and pleasant communications to public, co-workers and promoters of events
- Work in sometime hectic atmosphere meeting deadlines and/or long purchase lines efficiently and calmly
- Variety of box offices duties to support the Civic Auditorium and Forum Theatre operations.
- Answer box office questions in-person and via telephone inquiries.
- Process window and/or ticket orders utilizing a computerized ticket system
- Issue will-call tickets on performance dates
- Customer service practices and customer-oriented etiquette observed at all times
- Process several different subscription series events from sales to mailings
- Maintain daily cash reports
- Determine costs and accept payments issuing tickets

**Salick Healthcare, Inc. Comprehensive Breast Center
Health Assistant II**

9-94 to 12-96

- Family liaison for hospice care, clergy visits for terminal patients, nursing home, psychiatric and pain management referrals
- Oversee out-patient visits including scheduling, registration, and coordinating patient contact with radiology departments and cancer center.
- Schedule in-patient hospitalizations for surgeries for surgical staff at center.
- Schedule center radiological procedures (needle biopsies, aspirations) as well as outside facility; schedule procedures, such as MRI and CAT Scans

PRIMARY AREAS OF INTERESTS

Youth and Families/Crisis Intervention
Adolescents at Risk: Runaways and Homeless Youth
Gerontology/Early Childhood Program Partnerships
Resources and Programs for Disenfranchised Women
Motivational and Informative Speaker: *Adult Re-entry Students and Community College and
Discovering Our Professional Purpose and Calling*
Teaching Adults
Homeless Families and Youth Services
Inclusive Healthcare for Women and Children
Life Cycles and Transitions