

Mrs. Jill Gaitaniella  
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**OBJECTIVE:** To obtain a challenging position in the educational field with opportunity for professional growth.

**SUMMARY OF QUALIFICATIONS:**

- Highly organized; able to work on multiple tasks at the same time.
- Experience solving problems and resolving issues.
- Strong leadership skills.

**EDUCATION:**

Cleveland State University- Master's degree in educational administration  
Youngstown State University- Bachelor's degree in elementary education

**CAREER ACCOMPLISHMENTS:**

(Kids Advancing Academy)

- Wrote employee and parent handbooks.
- Led staff in training.
- Increased enrollment 550% in the first two years and had minimal loss.
- Certified in CPR, First Aid, use of AED, communicable disease, and child abuse prevention
- Maintained accurate records of tuition revenue.
- Designed employee schedules to meet the needs of enrollment.
- Designed and opened three new classrooms.
- Responsible for board meeting agenda.
- Received positive inspection reports.

**PROFESSIONAL EXPERIENCE:**

Kids on the Rise Learning Center, Westlake, Ohio  
*Executive Director*

August 2010-  
Present

- Responsible for the day to day operation of the center.
- Maintain sufficient staffing levels.
- Plan and implement staff training.
- Responsible for staff hiring, firing, and resolving staff issues.

Kids Advancing Academy, Lakewood, Ohio  
*Director*

July 2008-July 2010

- Responsible for the day to day operation of the center.
- Maintain sufficient staffing levels.
- Plan and implement staff training.
- Hosted 25 center directors of Lakewood.
- Balance revenues and maintain a budget.

## **PROFESSIONAL EXPERIENCE:**

(Continued)

Private Tutor, Westlake, Ohio

February 2007-June 2008

- Tutored two eighth grade boys.
- Responsible for ensuring completion of homework and projects.
- Increased basic subject knowledge.

Bethel Christian Academy

August 1999-February 2007

*History Teacher, Middle School Principal, Continuous Improvement Director*

- Served on a steering committee, which guides school policy-making.
- Led staff in writing the scope and sequence as well as grade level learning goals.
- Wrote crisis management policy manual.
- Assisting in writing the charter for the new 7<sup>th</sup> and 8<sup>th</sup> grade.
- Ran the soundboard for chapel.
- Updated teacher and student applications.
- Created a textbook review form.
- Compiled SAT results yearly.
- Certified in CPR and use of AED (automatic external defibrillator).
- Assisted in creating middle school schedule.
- Completed the Association of Christian Schools Administrative Internship Program.

Bethel Temple Summer Day Camp

January 2005-August 2006

*Camp Administrator*

- Responsible for the day to day operation of the camp.
- Maintain a budget and pay bills.
- Plan field trips and activities for the campers.
- Increased enrollment from 7 children to 69 children.

Financial Security Management

January 1996-August 1999

*Office Manager*

- Responsible for fielding multi-line phone calls.
- Ordered office supplies.
- Completed travel arrangements when required.
- Maintained a record of clients and their policies.