

CAROLYN KORI SANDERS

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QUALIFICATIONS

My extensive business background, as well as two experiences with start-up Child Care entities, has afforded me the opportunity to develop and maintain budgets; purchase furnishings and equipment; create developmentally appropriate environments, indoors and out, filled with wonder and beauty; recruit clients and personnel; supervise and evaluate staff; as well as administer new computer programs to enhance quality and productivity.

EDUCATION

- 2008 – 2011 Master of Science Degree in Leadership & Management; University of LaVerne
- 1988-1998 34 units Early Childhood Education, Child Development Site Supervisor permit; San Diego City College
- 1981-1986 Bachelor of Arts; Upsala College, East Orange, New Jersey

EMPLOYMENT

- 2016 -present Instructor, San Diego State University, San Diego, CA
Plan, organize and teach various course material in the Child and Family Development Department; classes include Reflective Learning Portfolio, Administration of Child Development Programs, Learning Environments & Developmentally Appropriate Practice and Children with Special Needs Lab. Assisted in creating content and facilitating the understanding for students of how to implement the outdoors into their and children's lives with a new Children & Nature class as well as providing valuable resources and experiences for them.
- 2013 – 2016 Consultant/Trainer, Gardens4Children, Chula Vista, CA
Services include working with teachers and directors in cultivating gardens and creating Garden based curriculum.
- 2004 – 2012 Administrative Director, Bright Horizons Family Solutions, Los Angeles, CA
Accountable for daily center operations at the employer-sponsored Universal Studios Child Care Center. Process payroll for over forty faculty; accounts payable & receivable; annual budget and financial reporting to Client Liaison. Maintenance of a ten classroom and three playground facility through contacts with several studio labor departments. Coordinate employee benefits, as well as resolve issues and complaints. Also serve as Diversity Awareness trainer, Virtual Growing Leaders facilitator and Mentor Director in Succession Planning Program.
- 2002 – 2005 Kaplan Early Learning Company, PACT Trainer, Lewisville, NC
Training topics include: Environmental Rating Scales, Classroom Observations and Business administration.
- 2002-2004 Center Director II, Neighborhood House Association, San Diego CA
Responsible for the coordination of staff, children and families into a new Head Start Child Development Center, in the newly constructed Salvation Army Ray & Joan Kroc Corps Community Center. Accountable for the day-to-day operations, strict compliance with program policies and procedures, as well as federal guidelines, and communications with parent committees, staff, and various levels of administration within the grantee structure.

- 1998-2002 Program Specialist II, Children's Home Society of California, San Diego, CA
Implemented and coordinated developmentally appropriate curriculum activities for Family Child Care Providers in San Diego County. Planned and executed quality components using the Exemplary Program Standards Assessment tool, which included curriculum, resources environment and documentation. Conducted workshops and assisted in the organization of parent resources.
- 1995-1998 Assistant Director/Teacher, University Christian Children's Center, San Diego, CA
As Classroom teacher, developed and implemented yearly curriculum for Preschool classrooms, age 2- 5. Assess and report on children's progress according to established developmental guidelines. As Assistant Director, managed all office functions, as well as taking responsibility for installing and maintaining Center Management software.
- 1989-1995 Administrator, Hama Trade Consultants, Inc., San Diego, CA
Recruited and managed telephone sales, telephone operating, reception, production, and clerical personnel. Responsible for assessment and yearly reviews. Established all Accounts Receivable/Payable procedures and administered a new computer accounting system. Controlled daily receipts, posting to appropriate accounts, weekly deposits, monthly financial statements, delinquent accounts, collections and customer inquiries.

PROFESSIONAL AND VOLUNTEER ORGANIZATIONS

National Association for the Education of Young Children

California Association for the Education of Young Children

Accreditation Chair, 2007-2008

Treasurer, 2008- 2010

Member at Large, 2011-2014

Secretary, 2014 - 2017

Southern California Valley Association for the Education of Young Children

Nominations Chair, 2004- 2005

VP Programs, 2005 – 2007

President-Elect, 2007 – 2008

President, 2008 – 2010

Week of the Young Child Chair, 2010 - 2011

San Diego Association for the Education of Young Children

WOYC, Children's Day in the Park Chair, 1996 – 2004

Treasurer, 1998 – 2002

Public Policy Co-chair, 2002-2004

Week of the Young Child/Nature & Children Chair, 2014 - 2017

Child Development Training Consortium, Child Development Permit Advisor, 2004 - present

YMCA Childcare Resource Service, Ticket to a Successful Family Child Care Business Trainer, 2001 -2004

San Diego Family Child Care Association

Public Policy Chairperson, 2002-2003

Fundraising Director, 2001-2002