

Sarah Carlock

Sarah.Carlock86@gmail.com

Skills & Experience

- Effectual in creativity.
- Talented in interpersonal skills.
- Psychology knowledge: child, juvenile, and family psychology; analysis of behaviors and application of appropriate interventions.
- Experience with court procedures and legal documentation.
- Proficient in clerical work.
- Strong computer knowledge and comfortable learning new programs.
- Expertise in childcare and safety standards.

Employment:

**MPS Millard South High School: Omaha, NE – Registration and Counseling Secretary
7/2019- 7/2022**

Basic secretarial duties: copies, faxing, managing student scenario lists, phones, file management, scheduling. Coordinating communication with contacts in relation to scholarships, job opportunities, and counseling information. Synergy Data collection for MTSS student reports. Registration, enrollment, and records for all incoming, outgoing, and special placement MSHS students. Newsletter creation and distribution. Teammates Building Coordinator. Success Mentor within the building. College Representative assistance and support during visits. Collect and present scholarship accumulation. School profile creation and yearly update. Distribute a variety of situational and mass transcript requests. Direct current student involvement and guidance in regards to incoming students. Train several, new hired secretaries. Lead the effort in the creation of a standard secretarial manual. Experience with Synergy, Google Workspace, Microsoft 365, Naviance, MPS Notify, Smore, Better & Better, TalentEd, Chronus, and Civicore. Providing support to students in need. Guidance and support to struggling students. Assist Counselor's on projects.

**MPS Holling Heights Elementary School: Omaha, NE- Structured Behavioral Skills Primary Paraprofessional
8/2017- 5/2019**

Provide curriculum instruction to grades kindergarten through second. Address and document behavioral issues with the SBS determined response system. Assist the SBS teacher when needed. Prepare the following week's curriculum in all subjects. Aid students while in mainstreaming classrooms. Input behavior data and configure IEP statistics. Support staff in building as needed.

**Prairie Life Fitness: Omaha, NE- Child Care Provider
2/2012- 8/2018**

Provided primary care for children ranging from 3 months -12 years in age. Assisted members in signing children in and out of the childcare rooms. Lead child-oriented classes. Planned, prepared, and taught dance classes for 3–8-year-olds. Trained in front desk and customer service duties of answering and transferring inbound calls, running company laundry facility, handling member requests, and conflict resolution.

Certificates:

- Notary Public, State of Nebraska, Millard Public Schools, valid 2021- 2025
- Responsive Web Design Certificate, freeCodeCamp, Received 8/2022

Education:

**Bachelor of Arts in Psychology- Applied Behavioral Analysis
10/2010**

Kaplan University Online

Skills: Child, Adolescent, Social, Cognitive, Developmental, and Abnormal Psychologies. Communication and Conflict resolution. Cultural diversity and methods of Research. Program Evaluation and Design. Application of behavioral analysis. Graduated Summa Cum Laude with a 3.97 GPA.

**Associates of Applied Science- Criminal Justice
12/2006**

Hamilton College/ Kaplan University -Lincoln, NE

Skills: Broad knowledge of Juvenile Delinquency, Psychology, Court Proceedings, Criminology, Correctional Services, Private Security, Criminal Investigation and Procedures, Police Operation, Criminal Law, and White-Collar Crimes.