
Jennifer J. Skopal M.ED

EDUCATION

August 2002 UNIVERSITY OF HOUSTON, Houston, Texas (www.uh.edu)

Masters of Education

Educational Psychology

Member of Kappa Delta Pi Honor Society

AREAS OF ELECTIVE STUDY:

- Race and Ethnicity in Education
- Multicultural Education
- Motivation in Education
- Theories of Counseling

August 1998 TEXAS CHRISTIAN UNIVERSITY, Ft. Worth, Texas (www.tcu.edu)

Bachelor of Science

Psychology

Member of Zeta Tau Alpha

EXPERIENCE

May 2009- Present UNIVERSITY OF HOUSTON CHILD CARE CENTER, Houston, Texas (www.uh.edu/ccc)

Assistant Director

- Oversees management and implementation of curriculum and assessments of all classrooms
- Trains teachers and assistants to effectively interact with children and parents
- Oversees Program Managers and assists the Director in the hiring, assigning and evaluation of staff
- Ensures that the daily operations of the Center proceed smoothly
- Participates in the development of goals, policies and procedures for the Center
- Assists with the development of long-term and immediate renovation of facilities
- Participates in organizing and implementing special events at the Center
- Assists in resolving critical issues/problems and maintains ongoing communication with parents
- Cross-trains in all Center management functions and acts as Director during the Director's absence
- Oversees the management of UH internship students
- Editor of the Child Care Center Newsletter
- Coordinates Parent Education Workshops for Center parents
- Oversees management of a federal grant program
- Advocates for *Friends Supporting the Arts* program

September 2005-
May 2009 UNVIVERSITY OF HOUSTON CHILD CARE CENTER, Houston, Texas (www.uh.edu/ccc)

Master Teacher, Toddler Program

- Managed the daily operations of a toddler classroom
 - Supervised, trained, and managed the staff on running an effective classroom and parent interactions
 - Responsible for maintaining ongoing parent communication and assist in resolving issues and problems
 - Assisted Lead Teachers with conferences, lesson plans, and assessments
 - Editor of the Child Care Center Newsletter
 - Coordinated with Director on grant writing opportunities
 - Participated in the Child Care Center Advisory Board
 - Conducted daily bank deposits and new hire employee paperwork when needed
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August 2002-
September 2005

UNIVERSITY OF HOUSTON CHILD CARE CENTER, Houston, Texas (www.uh.edu/ccs)

Early Childhood Development Teacher

- Planned and implemented developmentally appropriate lessons for a classroom focused on the whole child
- Interacted with children stimulating learning and monitoring their safety
- Trained and managed staff to ensure interaction with children is beneficial to their development
- Communicated with parents and staff on a daily basis concerning the individual needs of the children and curriculum
- Maintained daily attendance records, classroom records, and individual daily reports for all children

January 2002 -
August 2002

TEXAS CHILDREN'S HOSPITAL, Houston, Texas (www.texaschildrenshospital.com)

Volunteer

- Areas served, on a weekly basis, include Day Surgery, Dialysis, and the Pre-teen Playroom
- Interacted directly with the children under the supervision of a Child Life Specialist
- Entertained children, both inpatient and outpatient, in order to help ease them of the worries and psychosocial issues encountered at the hospital
- Provided support in other areas as needed

April 2000 -
November 2001

PAI ENGINEERS AND CONSULTANTS, Houston, Texas (www.pai-worldwide.com)

Administrative Assistant

- Worked over thirty hours weekly while attending graduate school
- Performed both clerical and administrative duties for the entire Houston office working directly with the Houston Operations Manager
- Assisted both Engineers and Drafters with various duties in order to ensure client satisfaction
- Proficient in Microsoft Word, Excel, Access, and PowerPoint

April 1999 -
April 2000

BIG BROTHERS BIG SISTERS OF TARRANT COUNTY, Ft. Worth, Texas (www.bbbs-tc.org)

Case Manager

- Interviewed and evaluated the acceptance of potential Big Brother/Big Sister volunteers
- Conducted pre-screening interviews over the phone, in the office, and at the applicants' homes
- Aided in the process of matching a Big Brother/Big Sister with a Little Brother/Little Sister
- Managed a monthly caseload of up to 100 matches, each match consisting of a child, parent, and volunteer
- Attended and assisted with monthly program activities
- Received December Employee of the Month

ORGANIZATIONS

- University of Houston Child Care Center Advisory Board
- National Coalition for Campus Children's Centers