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Skills

Native Spanish Speaker
High Executive Function
Accounting
UX Design
Problem Solving
Teaching & Training
Mentoring
Marketing
Social Media
Multi-media
Computer systems
Mobile devices
Microsoft Office
Apple: Pages, Numbers, Keynote
Technology
Web/Graphic Design: Adobe Photoshop, Dreamweaver, Illustrator
Communication
Leadership & Personal Growth/Development
Education
Animal Husbandry
Equestrian
Brazilian Jiu Jitsu
Health & Physical Training

Personality

Meyers Briggs: INFJ
Enneagram: Type 9
Empath

Objective

To bring value to an organization and its members through hard work and discipline, while working in a challenging, rewarding, and productive environment.

Experience

Virtual Administrative Assistant; Challenger Realty Group - Bellmawr, NJ

2022 - Present

- Assist with various administrative duties including accounting and bill pay.

Site Support and Virtual Administrative Assistant; The Cradlerock Group - Stamford, Ct

2018 - Present

- Assist participants and staff during large scale on-site learning events, graduations, orientations, conferences, etc... with program support, which includes managing materials, communications and agenda flow.
- Production Manager for virtual high performance team leadership training sessions.
- Assist with various administrative duties.

Montessori Adolescent Farm School Director Montessori Academy of NJ, Delran, NJ

2021 - 2022

- Run the Adolescent Farm School Program (6th-10th grade)
- Help maintain the 11 acre farm property including gardens, trails, playground equipment, etc...
- Help care for the animals on the farm
- Teach History, Literature and Spanish
- Collaborate with other Montessori adolescent programs and coordinate visiting groups to the school

Elementary Lead Guide; Guidepost Montessori Laurel Oak, Voorhees, NJ

2020 - 2021

- Guide the elementary children of the Laurel Oak campus towards a lifelong love of learning.

Consultant, Teens, Inc; Chestnut Hill, Philadelphia, Pa.

2020 - Present

- Help promote the organization
- Help transition to a new space
- Help facilitate service trips abroad



**Head of School & Director of Partnerships; Quadrat Academy,
Philadelphia, Pa
2020 - Aug 2020**

- Support the creation of a strong culture on campus that embodies the mission of the organization
- Plan and host community outreach events
- Build partnerships for both local and international growth
- Give tours to prospective families, and convert leads to enrolled families
- Manage general, day-to-day operations for the school
- Interface with staff and parents to build community, answer questions, and resolve any concerns that may arise

**Assistant Head of School; Guidepost Montessori at Timber Ridge,
Frisco, Tx
2019**

- Support the creation of a strong culture on campus that embodies the mission of the organization
- Plan and host community outreach events
- Give tours to prospective families, and convert leads to enrolled families
- Drive the enrollment process (managing leads utilizing a CRM system)
- Manage general, day-to-day operations for the school: billing, supply ordering, scheduling maintenance
- Interface with parents to build community, answer questions, and resolve any concerns that may arise

**Business Administrator, Director of Development, Director of Admission,
Adolescent Head Guide & Spanish Teacher; Montessori Seeds of
Education, Merchantville, NJ
2014 - 2019**

- Run the adolescent farm school program (7-9th grade)
 - Human Resource Manager
 - Bookkeeper
 - Receptionist
 - Executive Assistant to the Head of School
 - Purchasing Manager
 - Marketing Director
 - Implement and manage fundraising initiatives
 - Classroom assistant
 - Technology Specialist
 - Conduct tours and observations with prospective families and manage admissions process
 - Facilitate implementation as well as continued and sustainable growth of all academic and extracurricular programs offered at MSOE
 - Manage the website and social media
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- Teach Spanish to all students
- Board Member

**Undergraduate Professor; Calvary Chapel University, online
2015 - 2017**

- Teach undergraduate online courses through CCU.

**Private School Teacher; Calvary Christian School, Old Bridge, NJ
2012 - 2015**

- Teach High school Spanish
- Teach other high school electives including Photoshop/photography, journalism, marketing, real estate
- Help with school technology issues
- Help with marketing and graphic design/branding and social media

**Executive Assistant to the President, Marketing Director and Fashion
Designer; Nova Fashions USA, Princeton, NJ
2011-2012**

- Implement technology to improve business and communications with manufacturer in Bangkok
- Process payments, invoice clients,
- Human Resources
- Create promotional materials for the company
- Manage data – client measurements and info
- Schedule appointments for Mr. Singh (master tailor) and manage his calendar
- Manage the company website
- Customer service and fashion consultation

**Director of Marketing & Executive Assistant to the President; VIE Partners,
Inc - Wall, NJ
2010 - 2011**

- Troubleshoot computer issues.
- Train staff on how to use office programs including Acrobat, Excel and Outlook
- Create business tools for more efficient workflow (i.e. - project managing spreadsheet)
- Produce marketing pieces including banners, brochures, flyers (including copywriting)
- Designed and built their website.
- Setup Social Media
- Setup Email marketing (Infusionsoft)
- Create videos and online presentations for marketing and training purposes

**Business Manager & Director of Development; Montessori Academy of Delran,
NJ - 2005 - 2006; 2008 - 2010**

- Primary Classroom Assistant (Full Immersion Spanish Speaker)
 - Spanish Translator
 - IT Manager - Install software and troubleshoot computer, projector and Rosetta Stone server issues
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- Teach all faculty and staff how to utilize the technology that is available to them
- Accounts Payable/Receivable
- Tuition Management
- Supplemental Program Management (piano, guitar, yoga)
- Managed Marketing and Branding of the School
- Payroll
- Website Manager
- Parent Association Liaison
- Human Resource Manager

Assistant Manager; Fedex Office - Raritan, NJ

2007-2008

- Training, mentoring and coaching team members on all center equipment
- Consultative Order Taking
- Sales and Revenue Tracking
- Production Manager and Quality Check
- Customer Service
- Dailies & Center Key-holder
- Standard Operating Procedures Management
- Purchasing Manager
- Outsourcing Manager
- Shipment Processing

Education

Kean University - Union, NJ — B.A. English, 2002

- B.A., English
- Graduated Magna Cum Laude.
- Full Academic Scholarship

Calvary Chapel University 2012-2015

- M.Ed. Private School Administration
- Emphasis in Curriculum and Instruction

Certifications

AMI Montessori Adolescent Orientation Certification

- The Grove School, Redlands, Ca. 2018

Pa. Private School Teaching Certification - English 9-12

Montessori Model United Nations

- MMUN Teacher Coordinator Certification
- MMUN Adult Bureau Leadership Certification

Braveheart Training Academy

- Situational Awareness, Firearm and Self Defense

Scouts of America

- Horsemanship Merit Badge Counselor
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Awards

- “Top 100 Leaders in Education” Award by the Global Forum For Education and Learning - 2020
- Full Academic Scholarship to Kean University
- Edward J Bloustein Award: Scholarship
- Ford Motor Company Spirit Award: Scholarship
- Marquis Who’s Who in America 2020

Community Service

- President and Founder of the Kean University Chapter of Campus Crusade for Christ (2001)
- The Bridge Christian Radio (2012-2015)
- Hispanics Inspiring Students’ Performance and Achievement (HISPA) Role Model (hispa.org) (2020-2022)
- Find Your Grind Mentor (findyourgrind.com) (2022)

Board Member

- ISM - NJ Non-public School Healthcare Consortium (2016-2017)
- Montessori Seeds of Education (2014-2019)

Skills

Accounting, High Executive function, UX Design, Problem-Solving, Teaching & Training, Mentoring, Marketing, Social Media, Multi-media, Computer Systems and Mobile Devices (Microsoft: Excel, Word, Powerpoint, Apple: Pages, Numbers, Keynote), Technology, Web/Graphic Design (Adobe Photoshop, Dreamweaver, Illustrator), Communication, Leadership & Personal Growth/Development, Education, Brazilian Jiu Jitsu, Health & Physical Training, Animal Husbandry (farm animals and domestic pets), Equestrian, Native Spanish speaker
