

April Burns

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Orlando, Florida 32817

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Professional Qualifications

Highly motivated administrative professional
Exceptional interpersonal and organizational ability

Work Experience

OCPS Academic Center for Excellence (ACE)

Paraprofessional: Current

- Teachers Assistant (Elementary Art K-5)- Assisted teacher within the classroom setting

Florida Department of Corrections

Probation and Parole 18-3

Criminal Justice Informational Technician: 2018

- In charge of finger-printing and running background checks, arrest and release reports
- Performed various administrative duties such as: operating phone systems, faxing, copying, printing, scanning, and mailing
- Filed Transfer paperwork of offenders to different counties

Kelly Services

Substitute Teacher: 2017

- Monitor Elementary and Middle School Classroom
- Monitored in School Suspension Program for Middle School

A Joint Vision, LLC

Targeted Case Manager: 2016-2017

- Coordinated resource services for families in need
- Conducted follow up meetings with families within the guidelines of the federal program of services they used.
- Advocated for clients at doctor's visits and home visits.
- Interviewed client families to determine the programs needed
- Completed daily check in phone calls with families to check progress.

University High School

Attendance Records Clerk: 2007-2014

- Sorted, organized, and maintained office records
- Made copies, faxed, and printed important documents
- Removed outdated documents as per the schools file maintenance procedures
- Updated existing records and added new records

Education

Masters of Science/Administration

University of Phoenix, Online Program: Current

Bachelors of Science in Criminal Justice Admin

University of Phoenix, Online program: 2014

Volunteer Experience

Department of Juvenile Justice (2014-2015): Assisted Probation Officers with intakes, home visits, client referrals, court appearances and other duties.