

Ellen E. Groves

Education

1995 – 1999 **Missouri Central University, Warrensburg, MO**
B.S. Public Relations and Speech Communication

2000-2002 **Lindenwood University, St. Charles, MO**
M.A. Teaching -coursework (27 hours)

Experience

June 2007-Present **St. Louis Life, O’Fallon, MO**

Program Coach

- Provide assistance, support, and supervision in the learning of residential skills including cooking, menu planning, banking, laundry, grocery shopping, purchasing of personal items and clothing, housekeeping, personal hygiene, recreation, and other appropriate skills related to increased independent living
- Assist residents in the planning of and participation in social, recreational and educational activities, both within the St. Louis Life facility and the greater community.
- Provide information to parents or guardians regarding resident on a regular basis

June 2005-June 2007 **Optimist International, St. Louis, MO**

Director

- Served as day-to-day administrator of department, staff and operating policies including interviewing, hiring, performance review, discipline, and advising management of personnel qualifying for rate increase, promotions and/or transfers.
- Developed and administered department budget including monthly review of all expenditures
- Planned and implemented annual Leadership Institute for membership ages 6-18
- Mentored youth International Board of Directors ages 14-18
- Provided oversight to annual dues and billing for Clubs. Administered collections process.
- Developed, supervised and implemented new programs for the youth organization.

Jan 2005 – June 2005 **Allied College, St. Louis, MO**

Student Services Advisor

- Advised and counseled students with academic difficulties due to work, family, and personal related conflicts
- Counseled and guided students in need of assistance: childcare, homelessness, and job support
- Served as student advocate between faculty and staff
- Developed reports regarding attendance and academic standing in order to determine graduation
- Coordinated graduation activities and procedures: distribute caps and gowns, and participate in event coordination
- Participated in staff development workshops, programs, and seminars pertaining to Adult Enrollment

Feb 2003 – Jan 2005 Ombudsman Educational Services, St. Louis, MO

Director of Educational Services

- Provided alternative education program for at-risk high school population
- Served as liaison between academic institutions and Normandy School District officials
- Evaluated academic credentials and determined admission/denial decisions
- Directly supervised and trained faculty, staff in an academic environment
- Analyzed student academic records in preparation for enrollment and orientation
- Conducted initial orientation appointments with new students each academic semester
- Worked with faculty and staff on Individual Education Plans for individual students

Reading and Communications Instructor

- Eagerly motivated “at risk” high school students in goal setting
- Assisted students in planning course schedules to meet individual needs
- Coordinated activities for students including workshops and tutoring
- Monitored and evaluated the performance of students with special needs
- Established and maintained active communication with high school students, parents, teachers/counselors concerning learning disabilities, graduation, and detention