

## **Kawana Staffney-Ashe**

926 1/2 Virginia Street, Key West, Florida 33040

(786)370-0266

kstaffney94@icloud.com

### **Objective**

Highly energetic paraprofessional with a sincere love for working with children, including design and oversight of multiple arts and program activities. An aspiring program Director who works well with volunteers and is familiar with the challenges of working with underprivileged children and teenagers, including those with special needs. Well rounded individual who promotes enthusiasm with any position she holds.

### **Experience**

#### **Bahama Village Music Program, Key West, FL**

Executive Director

November 2020 to Present

- Provided leadership and direction for all staff (professional and volunteer)
- Responsible for grant writing which captured over \$75,000 in grant funding during my tenure there
- Created and presented reports at monthly Board of Directors Meetings, along with providing input
- Supervised and evaluated performance of all staff
- Promoted, oversaw and ensured multiple positive programming in keeping with national standards
- Managed all day-to-day duties: i.e. accounts receivables

#### **Horace O' Bryant School, Key West, FL**

Paraprofessional, Special Education/Gen Ed

June 2020 to Present

April 2019 to July 2019

- Reinforced differentiated instruction according to the students' ability and skill
- Successfully guided and assisted students in one on one or small group instruction setting with class routine and in transitioning from one activity to the next
- Recorded data documenting student's behavior for instructional purposes
- Collaborated with classroom teacher to plan and schedule lessons promoting learning and student engagement
- Implemented lesson plans in accordance to state curriculum and school-wide curriculum with support of the classroom teacher
- Encouraged students to persevere with challenging tasks

#### **Boys & Girls Club of the Keys, Key West, FL**

Area Director

September 2019 to May 2020

- Provided leadership and direction for all staff (professional and volunteer)
- Responsible for grant writing which captured over \$55,000 in grant funding during my tenure there
- Created and presented reports at monthly Board of Directors Meetings, along with providing input
- Supervised and evaluated performance of all staff
- Promoted, oversaw and ensured multiple positive programming in keeping with national standards
- Managed all day-to-day duties: i.e. accounts receivables

## **Kawana Staffney-Ashe**

926 1/2 Virginia Street, Key West, Florida 33040

(786)370-0266

[kstaffney94@icloud.com](mailto:kstaffney94@icloud.com)

### **Take Stock in Children, Key West, FL**

Administrative Assistant II

July 2019 to September 2019

- Responsible for entering/maintaining all information pertaining to students and mentors in the system
- Assisted Project Director and Coaches with data management
- Performed background checks on all Mentors

### **Communities in Schools (Lake Forest Elementary), Jacksonville, FL**

Data Manager/Enrichment Staff

August 2016 to present

- Responsible for entering/maintaining all information pertaining to students in the system
- Assisted students with tutoring
- Supervised students during enrichment activities

### **Pinedale Elementary, Jacksonville, FL**

Paraprofessional, Special Education/Gen Ed

December 2017 to December 2018

- Reinforced differentiated instruction according to the students' ability and skill
- Successfully guided and assisted students in one on one or small group instruction setting with class routine and in transitioning from one activity to the next
- Recorded data documenting student's behavior for instructional purposes
- Collaborated with classroom teacher to plan and schedule lessons promoting learning and student engagement
- Implemented lesson plans in accordance to state curriculum and school-wide curriculum with support of the classroom teacher
- Encouraged students to persevere with challenging tasks

### **Strunk Ace Hardware, Key West, FL**

Bookkeeper (Accounts Receivable)/Trainer

February 2015 to June 2017

- Handled all customer in-house accounts
- Trained all employees on the POS system
- Balanced registers and safe
- Payroll responsibilities for all employees
- Oversaw all cashiers
- Performed Inventory management for the store

## **Kawana Staffney-Ashe**

926 1/2 Virginia Street, Key West, Florida 33040

(786)370-0266

[kstaffney94@icloud.com](mailto:kstaffney94@icloud.com)

### **Education**

Key West High School, Diploma June 1994

### **Certifications**

First Aid/CPR certified 2017

PCM trained and certified 2017

DCF 45 hours completed

### **References**

#### **Marlow Brown**

Pinedale Elementary    ESE Psych Coach/Supervisor    (904)514-7263

#### **Shakyla Mayo**

Communities in Schools of Jacksonville    Project Manager    (904)344-3900 ext.116

#### **Kaleena Rodrigues**

Horace O' Bryant School    Office Manager    (305)296-5628