LAURA LABAN

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30668 Marrocco, Warren, MI 48088 ⌂

SUMMARY

An exceptionally multi-tasking, detail driven, superbly organized educational professional. Excellent at planning large events or tasks and executing them without an issue.   Eager to learn and very strong at retaining and performing new thoughts, ideas, and actions required to an ever evolving workplace. Easily can work with all sorts of personalities and can always deliver an on time, excellent final product with a smile.

EDUCATION

Saginaw Valley State University

Masters in Elementary Education
Plus 15
1999

Eastern Michigan University

Bachelors in Phyiscal Education
1978

SKILLS

- Strong organizational and time-management skills
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills
- Exceptionally detail-oriented and able to handle multiple tasks simultaneously.

CERTIFICATIONS

- K-12 Physical Education
- K-6 Elementary Education
- Any Subject 7th - 8th

PROFESSIONAL EXPERIENCE

Pnysical Education Teacher

Utica Community Schools | 1999- Present

- Instructs Kindergarten -6th grade physical education
- Develop, organize and present educational workshops to teachers and schools district wide.
- Develop, organize, and execute student school wide events.
- Advisor to different clubs over the years including student council, health club, morning announcements and field day.

Event Operations Manager

Logistics Health Inc.. / QTC | 2006 - Present

- Point of contact liason between company and military to help corridnate yearly health assessments for the service members.
- Travel across the United States and Territories to be on site working the events.
- Input the data from the medical, dental, hearing, and immunizations teams to be processed by the military at the events.

Adjunct Professor

Saginaw State University | 2000 - 2007

- Instructed grad students in the masters program for elementary education.
- Responsible for curriculum and assignments.
- Input student data and grades.