

RESUME OF DONNA M.

EDUCATION

- 2004** U.C.F.V. Abbotsford, B.C. Bachelor of Arts
-Completing 4th Year Major: **Child and Youth Care Degree** Practicum: Fraser Valley Educational and Therapy Centre, Abbotsford, B.C.
- 2003** Ministry of Advanced Education
Vancouver Community College, Vancouver, B.C.
Instructor's Diploma Program
- 1998** Maple Ridge Family Education, Maple Ridge, B.C.
Facilitator Training Program Certificate
- 1989** Justice Institute of B.C., Vancouver, B.C.
"Let's Talk About Touching" Certificate
- 1987** Fraser Valley College, Abbotsford, B.C. **Early Childhood Diploma** (Special Need's)
- 1983** Fraser Valley College, Abbotsford, B.C.
Early Childhood Certificate

AWARD

- 1983** Fraser Valley College, Abbotsford, B.C.
Dean's List Award

EMPLOYMENT

- Sept 2003 to date** Fraser Health Authority -Health Protection Community Care Facilities Licensing (CCFL) Program
Practice Consultant
Responsibilities: To provide administrative support to CCFL Regional Managers; provide resources and support to Licensing Officers; prepare program newsletters for child and residential care facilities; develop internal audit procedures; revise internal procedures as directed; plan and implement training for licensing staff as necessary
- Dec 1999 to 2003** Fraser Health Authority -Health Protection Community Care Facilities Licensing Program (Fraser East)
Licensing Officer
Responsibilities: To carry out delegated duties of a Community Care Facility Licensing Officer within the Fraser Health Authority's Fraser East service delivery area
- 1998 -2003** Lethbridge Community College, Lethbridge, Alberta
Occasional ECE Practicum Supervisor
Responsibilities: To supervise first and/or advanced practicum placements for those students enrolled in the ECE Distance Education Program and completing practicums within the Fraser Valley
- 1995 -1999** University/College of the Fraser Valley, Abbotsford, B.C.
Seasonal Family Child Care Instructor
Responsibilities: To plan and implement Family Child Care courses -Safety, Health and Nutrition (FAM 04) and Understanding Children's Behavior (FAM 03) as per Continuing Education schedule
- 1992 -1999** Upper Fraser Valley Developmental Preschool Society, Abbotsford, B.C. ***Administrator***

Responsibilities: To operate large non-profit integrated preschool programs within financial budget and adhere to employment standards; ensure compliance with Community Care Facility Act and Child Care Licensing Regulation; plan and implement fundraising activities to complement yearly budget;

- 1992 -1999(cont'd)** hire, supervise and evaluate Preschool staff; prepare monthly newsletters; provide monthly reports to Board of Directors; provide parent education sessions; plan and Implement professional development opportunities for staff; participate in relevant community committees; promote preschool programs within community
- 1988 -1992** Upper Fraser Valley Developmental Preschool Society, Abbotsford, B.C.
Special Needs Preschool Teacher
 Responsibilities: Planning and implementing an integrated preschool program which included supervising staff, supervising practicum students, working with parents and therapists, developing and implementing Individual Education Programs, preparing progress reports, collaborating with SunnyHill Children's Centre and Children's Hospital during developmental assessments and assisting with transitions to formal education placements within School District # 34
- 1984-1988** Country Meadows Daycare Society, Abbotsford, B.C.
Head Supervisor
 Responsibilities: Included administrative duties (collecting fees, making deposits and completing monthly subsidy requisitions), supervision of staff, planning and implementing children's programs, supervision of practicum students, monthly reporting to Board of Directors and communicating with parents
- 1983-1984** School District #75 (Mission) and ICBC Windebank Elementary School
Childcare Worker
 Responsibilities: Implementing rehabilitative program for 12 year old girl within community, school and home in consultation with classroom teacher, physician, Occupational Therapist, Speech Therapist, Physio Therapist, Learning Resource Teacher and parents; preparing and submitting monthly progress reports to ICBC
- 1982-1983** Mission Day Care, Mission, B.C.
Project Manager
 Responsibilities: Managing contracted renovations of