

#1 Harper Drive • Allen, Texas 75002
214.306-6478



Olivia Gollin-Hepfl

PROFILE

Highly respected career Special Education Administrator and Teacher seeking staff or contracted opportunities that challenges her background and experience.

Areas of special interest are:

- Public Relations
- Business Management
- Human Resources
- Training & Development
- Special Education

Disciplined motivator and problem solver. Articulate, efficient, well-prepared, and detail oriented administrator. Strong project and management track record. Strives to be the consummate professional who can be relied upon to get the job done right the first time.

Easy manner, a healthy sense of humor, and lots of enthusiasm and sensitivity are effective leadership and motivational talents. A born and trained people person, who can adapt to leadership or team player roles.

TRAINING SKILLS

PUBLIC RELATIONS

- Public Speaking
- Seminar & Workshop Development
- Trade Shows & Conventions
- Daycare & Summer Camp Programs
- Weight Management Programming

HUMAN RESOURCES

- Staff and Contractor Management
- Recruitment and Placements
- Training and Development

SPECIALIZED TRAINING & DEVELOPMENT

- Mentally Retarded Special Education
- Learning Disabled & Emotionally Disturbed
- Severely Emotionally Disturbed
- Developmentally Delayed & Language Disabled
- Handicapped Recreation
- Individualized Academic Programming
- Behavioral Modification Programming
- Adaptive Physical Education
- Language & Occupational Therapy
- At Risk Substance Abuse

EDUCATION

MASTER OF EDUCATION, 1981

Special Education & Elementary Education
Boston College - Chestnut Hill, MA

BACHELOR OF SCIENCE, 1979

Human Development & Family Studies
Cornell University - Ithaca, NY

INTERNSHIPS:

Lab Technician/Participant - Summer 1982
Research study of "The Effects of Stress Induced by Running", conducted by Boston University's Sargent College of Allied Health Sciences in conjunction with Harvard University and Massachusetts General Hospital.

Teaching Assistant

- 1980 to 1981
New England Home for Little Wanderers
Boston, MA
Residential school for Severely Emotionally Disturbed children.

Education Counselor

- Summer 1980
University School of Nova
Fort Lauderdale, FL
Team-taught preschool open classroom summer program

Graduate Assistant

- 1979 to 1980
Metric & Math Education Center
Boston College - Chestnut Hill, MA

Head Counselor

- Summer 1979
Lansing Town Day Camp
Lansing, NY

Research Assistant

- 1978 to 1979
"Meeting the Needs of Families with Young Children", a coded observational protocol for Dr. Urie Bronfenbrenner, Professor of Psychology at Cornell University

COMPUTER SKILLS

PUBLIC RELATIONS

- Windows and Macintosh proficient
- Internet Explorer
- Netscape Navigator
- MS Office Suite (Excel, Word, Works, Powerpoint, Publisher)
- Filemaker Pro
- Quickbooks and Quicken Deluxe
- OmniPro and DeskScan

OTHER SKILLS

TECHNICAL WRITING

- Training Programs
- Curriculum Development
- Task Analysis & Modification
- Observation Techniques
- Grantwriting



Special Education Teacher - 1991 to Present
Plano Senior High School - Plano ISD
Plano, Texas

Special Education Teacher - 1987 to 1991
James Madison High School - Northeast ISD
San Antonio, Texas

- Developed and adapted curriculum for each Special Education course taught.
- Implemented team teaching and support concepts for Learning Disabled and Emotionally Disturbed students designed for task analysis and modifications that meets student's substance abuse needs and issues, and wrote IEPs
- Chaired Faculty Hospitality Committee that held monthly breakfast workshops for staff of 200.

Special Education Teacher - 1986 to 1987
Thunderbird Hills Elementary - Northside ISD
San Antonio, Texas

- Developed and implemented 38 different curricula daily
- Directed Resource Room operations for 22 Learning Disabled, Emotionally Disturbed, and Mentally Retarded students

Special Education Teacher - Spring 1986
Maricopa County Accommodation Schools
Williams Air Force Base, Arizona

- Liaison for school district and contracted Special Education services.
- Established self-contained classes
- Developed behavioral modification and individualized academic programming on campus with no experience in severely impaired students
- Diagnosed disabilities severity & recommended appropriate placements

Special Education Teacher - Fall 1985
Sierra High School, Harrison District #2
Colorado Springs, Colorado

- Taught students with Perceptual Communications Disorders
- Provided educational diagnostic testing for all Special Education Students

- Developed and implemented adapted English curricula, grades 9-12 for all learning styles
- Secretary and Representative for staffing committee that determined placements for "At Risk" students

Special Education Teacher - 1983 to 1985
Norman Thomas High School
New York, New York

Developed and implemented math curricula for Learning Disabled and Emotionally Disturbed students and inner city youth.

Director of Educational Services - 1982
F.L. Chamerlain School

Middleborough, Massachusetts
Educational administrator and head teacher of day program for Severely Emotionally Disturbed teenagers in a residential setting

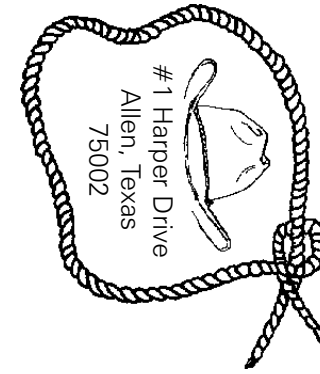
- Supervised teaching staff
- Wrote IEPs; annual and quarterly reports for each student
- Coordinated all curricula with local public school system

Special Education Teacher - 1981 to 1982
Gifford School & Daycare Center
Weston, Massachusetts

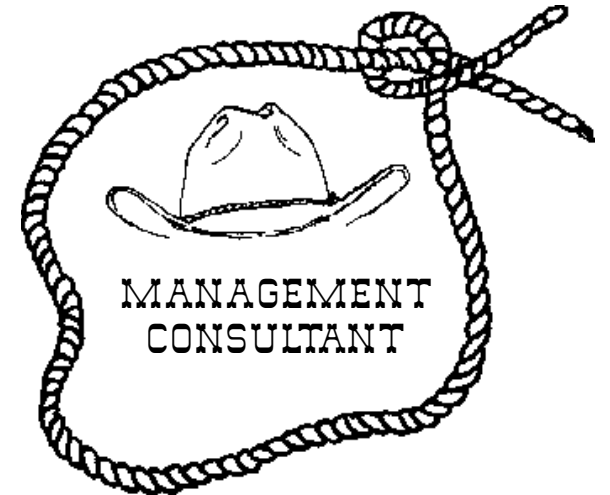
- Integrated Language & Occupational Therapy into academic program
- Taught self-contained class for Developmentally Delayed and Language Disabled elementary students in an alternative Special Education school.

Recreation/Therapy Supervisor - 1976 to 1979
Dept. of Special Programs - Youth Bureau
Ithaca, New York

- Directed recreational programs for handicapped adults and children; and Adaptive Physical Education programs in elementary schools
- Trained staffs in task analysis, behavioral modification, and observation techniques
- Co-wrote federal grants



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