

Olivia Fessler
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- Objective:** To obtain a position in a human services related field.
- Education:** **Pennsylvania College of Technology, Williamsport, PA**
Affiliate of the Pennsylvania State University
Bachelor of Science: Human Services and Restorative Justice Obtained 08/2024
Associate of Applied Science: Human Services and Restorative Justice Obtained 12/2023
Minor: Psychology
GPA Major: 4.00 Overall: 3.76
- Certifications:** Pediatric Advanced Life Support Certified Expires 3/2026
Recognizing and Reporting Child Abuse Certificate/Mandated Reporter
Penn State Extension: Center Based Care, Safe Sleep Practices, Food Safety
- Clearances:** PA Child Abuse Clearance 01/2024
PA State Police Criminal History Check 03/2024
FBI Fingerprint Criminal History Clearance 04/2024
NSOR Clearance 06/2024
- Internships:** **The Goddard School for Early Childhood Development, State College, PA** 05/2024-07/2024
- Establish and maintain a safe, healthy, and nurturing learning environment.
 - Support each child’s social and emotional development and provide positive guidance.
 - Advance children’s physical and intellectual competence.
- STEP Early Head Start, Early Intervention Specialist, Williamsport, PA** 05/2023-07/2023
- Evaluate and screen children in classroom settings, as well as families.
 - Make referrals and recommendations based on child and family evaluations.
 - Create IFSP and IEP plans with families.
 - Coordinate meetings, manage calendars, and event planning.
- Experience:** **Penn State University, Instructional Production Specialist, State College, PA** 08/2024-Present
- Utilize course management system tools to set-up assessments, assignments, syllabi, drop boxes, course materials, exams, media, links, and learning resources.
 - Consults with instructors to demonstrate system capabilities and features.
 - Participate in the development and enhancement of processes and tools used in support of course development.
 - Identify, research, pilot, evaluate, implement new educational technologies.
- STEP Early Head Start, Teacher Assistant Floater, Williamsport, PA** 05/2022 – 05/2024
- Maintain a positive and relationship building attitude with children and families.
 - Teach basic skills (gross motor, fine motor, speech, occupational, physical, and emotional).
 - Case manages children and families in all centers.
- Skills:**
- Using positive strategies and intervention with children.
 - Proficient in documentation using Microsoft Word, Excel
 - Documentation through case management and facilitation of groups/meetings.
- Achievements:**
- Ready to Succeed Scholarship/Award 2022-2024
 - Irene Cheng Scholarship/Award- Penn State 2021-2024
 - Internship Fund Scholarship 2024