

Summer Pocahontas Lee

(510) 292-0167 · summer_lee_08@hotmail.com

QUALIFICATIONS

- Creates short and long-term school objectives in accordance with the school's goals.
 - Designs and implements community programs and organization-wide initiatives.
 - Manages and produces school events and fundraisers.
 - Has effective organizational, interpersonal, and communication skills required to help resolve problems and answer questions.
 - Proactive leader with refined business acumen and exemplary people skills. Facilitates a team approach to achieve organizational objectives, increase productivity, and enhance employee morale.
-

"I wanted to take a moment to express my gratitude and appreciation for your hard work and dedication during the past year at The Academy School. Your leadership and expertise have been instrumental in achieving our goals and ensuring the success of our operations".

—Cecee Penney, Head of School at The Academy School

PROFESSIONAL EXPERIENCE

The Academy School, K-8th grade Independent Private School
Admissions Director

Aug 2020 - Present

Accomplishments and Responsibilities:

- Spearhead enrollment management including admissions, marketing and recruitment
- Generate annual enrollment and admissions goals with the Head of School
- Lead all admission tours
- Manage candidate review process from intake to enrollment
- Manage new student enrollment and re-enrollment of continuing students
- Plan and execute all admission events including open houses, parent socials, kindergarten playdates
- Manage Ravenna Solutions and Blackbaud Enrollment Management portal
- Executed the implementation and rollout of Blackbaud Enrollment Management portal

The Academy School, K-8th grade Independent Private School
Head of Operations

Aug 2020 - Present

Accomplishments and Responsibilities:

- Manage and produce school fundraisers
- Manage and coordinate safety and security program
- Responsible for retention and maintenance of agreements
- Plan and execute all school events related to the Board of Directors, Donors, Parents, Faculty and Staff
- Created and executed COVID protocols in partnership with the Head of School
- Manage facilities team and supervise office staff
- Manage parent volunteers and lead parent meetings
- Produce and publish weekly school newsletter

**The Academy School K-8th grade Independent Private School
Office and Operations Manager**

Aug 2018 - Aug 2020

Accomplishments and Responsibilities:

- Assisted Head of School with managing daily operations
- Maintained Head of School calendar
- Planned and executed all school events
- Created and published the weekly newsletter
- Created and managed the school calendar
- Planned weekly staff meetings alongside Head of School
- Supported Admissions Director in planning of Admissions Events

**The School of The Madeleine, K-8th grade Catholic School
Admissions and Marketing Assistant**

July 2015 - Aug 2018

Accomplishments:

- Assisted Admissions Director with tours
- Provided information to prospective parents
- Assisted children during school visits and evaluations
- Trained currently enrolled students on how to provide tours
- Assisted Principal with presentation to prospective parents

EDUCATION

Albany Law School of Union University, Albany, NY

Juris Doctorate

Seattle University, Seattle, WA

BA in Political Science

PROFESSIONAL REFERENCES

John Lynch

Former Head of School
The Academy School
johnflynch@gmail.com
(510) 295-9879

Cecee Penney

Current Head of School
The Academy School
cpenney@theacademyschool.org
(510) 549-0605

Francesca Cenzatti

Admissions Associate
The Academy School
fcenzatti@theacademyschool.org
(857) 753-6468

Tahira Warner

Parent

The Academy School

twarner925@gmail.com

(510) 703-8037

Sara Knight

Parent

The Academy School

nsdsasa@yahoo.com

(510) 798-1544