

Susan Arceneaux

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EDUCATION

Bachelor of Science in Human Resources
December 1999
University of Louisiana at Lafayette
Degree: Child and Family Studies

Early Childhood Education Certification
University of Louisiana at Lafayette
(course work completed)

University of Louisiana-Monroe
Expected Spring 2021
Master of Public Administration

EXPERIENCE

Director

University of Louisiana Child Development Center, Lafayette LA
(2009 to Present)

Oversee all programming aspects including budgeting, staffing, administrative functions, planning and implementation of enrollment, curriculum, staff development and health and safety. Implement and promote programming aligned with state licensing, board of health and Louisiana Department of Education. Work with and supervise staff of 15-20 in all areas of early childhood education. Assure CDC's goals are completed through comprehensive monitoring and implementation of plans of action. Maintain records of staff, student workers, and interns including hours worked, classes taken, certifications, orientations and all other required documentation. Work with various departments around campus to develop diverse student learning opportunities. Assist student parents in obtaining resources on campus and within the community to aid in their successful completion of courses.

Assistant Director/Program Coordinator,

University of Louisiana Child Development Center, Lafayette LA
(2005 to 2009)

Implement and promote programming aligned with NAEYC accreditation, state licensing, board of health and Quality Start. Work with and supervise staff of 15-20 in all areas of early childhood education. Mentor 10-15 student aides, interns, observers and new staff. Assure CDC's goals are completed through comprehensive monitoring and implementation of plans of action. Scheduling of university student observers. Maintain records of staff, student workers, and interns including hours worked, classes taken, certifications, orientations and all other required documentation. Work with various departments around campus to develop diverse student learning opportunities. Assist our student parents in obtaining resources on campus and within the community to aid in their successful completion of courses. Assist director in any area as needed.

Preschool Teacher

University of Louisiana Child Development Center, Lafayette LA
(January 2005 to July 2005)

Collaborated with fellow teachers on goals and objectives to meet the needs of all children. Ensured students are physically, mentally and emotionally tended to. Executed daily activities that provided children with meaningful experience.

Office Administrator

Davis-Lynch

(October 1999 to August 2003)

Worked as office manager, assisting 20-25 employees with clerical and customer relations duties. Answered all incoming calls on a nine line switchboard. Data Input, organized and maintained invoice and delivery ticket records. Processed service-commissions and accounts payable tickets. Provided technical assistance to employees on computer and networking issues. Held responsible for ordering office supplies.

ACTIVITIES

National Professional Development Specialist (CDA council)

Louisiana Pathways Child Care Development System approved trainer

Member NCCCC (National Coalition for Campus Children's Centers)

National Administrator Credential (NAC) -National Child Care Association