



Vanessa Yoakem

Professional Summary

Mission-oriented children's pastor successful in developing robust children's ministry programs and serving as positive role model. Highly accomplished in helping children strengthen personal relationships with God and while providing growth opportunities. Talent in program administration, operations management, and spiritual leadership. Enthusiastic children's ministry eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of curriculum and volunteer management and training in classroom management. Motivated to learn, grow and excel in s church.

Work History

Volunteers Of America - Program Coordinator

Denver, CO

03/2019 - Current

- Took an active role in client and family planning process, detailing instructions and responding appropriately and effectively to question and concerns.
- Gathered and organized all printed materials required for program participation.
- Assists in the management of the overall administrative operations of the Meals on Wheels Program, including daily provision of program services and the coordination of 1,400 meals, volunteers, and staff daily.
- Direct management of participant caseloads.
- Volunteer coordination and direction of program services and deliveries.
- Designs written communications and promotional content for volunteer engagement.
- Handle referrals, inquiries, and complaints and connect the client community with resources and solutions.

Red Rocks Church - Childrens Ministry Head Volunteer

Arvada, CO

08/2015 - Current

- Provided general assistance to classroom teachers, including

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Skills

- Strategic planning
 - Communication skills
 - Proactive mindset
 - Generating schedules
 - Project coordination
 - Team leadership
 - Administration knowledge
 - Strategic leadership
 - Customer service experience
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Education

Expected in 05/2020

Colorado Christian University

Denver, CO

Bachelor of Arts: Biblical Studies

distributing paperwork and cleaning up play areas.

- Trained new Volunteers to understand duties and classroom policies.
- Oversaw the room and management of all areas of that room.

Westminster Christian Church - Childrens Ministry

Westminster, CO

05/2019 - 12/2019

- Coordinated schedules and assignments for volunteer staff, maximizing team efficiency and effectiveness.
- Coordinated and spearheaded programs to increase church members' service throughout community.
- Worked with stewardship to promote responsible biblical stewardship.
- Designed detailed plans to help volunteers know about weekly topics
- Revised of curriculum in order to improve children's church.

Cottonwood Community - Direct Care Provider

Englewood, CO

02/2018 - 02/2019

- Helped clients maintain optimal health by overseeing medication administration and all doctor's appointments.
- Assisted patients with personal requirements, including keeping spaces clean and helping with grooming.
- Analyzed overall client performance and recommended adjustments to care plan goals.
- Arranged transportation and accompanied patients to doctors' offices or errands.
- Kept patients mentally alert by entertaining, conversing and reading aloud to patients.
- Provided staff coaching, mentoring and consultation to enhance performance and professional development.

Generations Church - Childrens Ministry Lead

Denver, CO

02/2017 - 05/2018

- Oversaw administration and management of all areas of ministry.
- Facilitated community outreach programs, including guidance programs focused on helping middle school students prepare for college or vocational education opportunities.
- Worked with stewardship to promote responsible biblical stewardship.
- Coordinated and spearheaded programs to increase church members' service throughout community.
- Developed and executed curriculum for a church plant.
- Adhered to established policies, procedures and compliance for a satisfactory classroom.
- Supervised classroom planning while using appropriate curriculum and management for smooth Sunday service.

Primrose Schools - Preschool Teacher

Westminster, CO

10/2017 - 01/2018

- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
 - Sanitized toys and play equipment each day to maintain safety and cleanliness.
 - Allowed for ample outdoor discovery time each day.
 - Fostered reasoning and problem solving through active exploration games and activities.
 - Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
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Accomplishments

- Implemented new, interactive volunteer scheduling system to monitor, gauge and project volunteers needs.
- Planned and coordinated Vacation bible school.