

ROSE TERWISKE

CONTACT



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Jasper, IN 47546

SKILLS

- Business Development
- Basic Repairs
- Hand and Machine Tools
- Business Planning
- Coaching and Mentoring
- Client Retention
- Business Administration
- Verbal and Written Communication
- Client Service
- Health Information Policy and Procedure Development

PROFESSIONAL SUMMARY

Dynamic Project Manager and DayCare Owner with over three decades of success at Kimball Electronics and Mickey's Place. Excelled in business development and client retention, fostering robust client relationships and spearheading operational enhancements. Proven mentor with a keen aptitude for health information policy, ensuring excellence in service delivery.

EXPERIENCE

May 2023 - Present

Director Of Employment Services/Pre-Ets

DSI, Washington, IN

- Analyzed data related to labor market trends and employment opportunities to create comprehensive reports for management team.
- Developed and implemented innovative recruitment strategies to attract a diverse pool of qualified applicants.
- Monitored employee satisfaction levels through surveys and focus groups, taking steps to address any issues raised during these discussions.
- Assisted in the onboarding process by conducting orientation sessions for new hires.
- Ensured compliance with equal opportunity regulations when screening potential employees.
- Conducted regular performance reviews for staff members, providing feedback and guidance to ensure maximum productivity.
- Created and managed employment services budget, ensuring that resources were allocated in an effective manner.
- Provided career counseling services to job seekers, helping them identify their strengths and interests in order to find the best fit for their skillset.
- Maintained records of all personnel information according to relevant privacy laws.
- Worked closely with human resources department on employee relations matters such as disciplinary actions or grievances filed against the company.
- Recruited, hired, trained, and terminated departmental personnel.
- Established operational policies and procedures and made any necessary modifications, based on analysis of operations, demographics, and other research information.

April 1996 - December 2022

Owner DayCare

Mickey's Place, Jasper, IN

- Managed the daily operations related to customer service, inventory management, and marketing.
- Developed and implemented strategies to increase customer satisfaction and loyalty.
- Utilized effective problem-solving techniques to resolve conflicts quickly and efficiently.
- Managed budgets effectively by accurately forecasting expenses and revenues.
- Built and maintained strong relationships at all levels of the organization.
- Identified problems, made decisions, and interpreted results based on quantitative techniques.
- Monitored industry trends to identify opportunities for improvement.
- Implemented cost-saving measures throughout the organization while maintaining excellent customer service levels.

December 1983 - March 1996

Project Manager

Kimball Electronics, Jasper, IN

- Successfully managed projects with tight deadlines and limited resources.
- Coordinated team members to ensure tasks were completed on time and within budget.
- Collaborated with cross-functional teams across multiple departments to achieve goals.
- Traveled to customer sites to keep projects on schedule while maintaining high quality.
- Documented project requirements, processes, and procedures.
- Developed project plans, tracked progress, and reported results to stakeholders.
- Monitored project performance metrics to ensure adherence to quality standards.
- Led meetings to detail project milestones, brainstorm ideas and determine appropriate techniques to manage tasks.
- Organized and led kickoff and status meetings to communicate project expectations prior to project execution.
- Created project documentation including charters, status reports, and presentations.

REFERENCES

References available upon request

VOLUNTEER EXPERIENCE

May 2001 - Present

Management Team Member

Special Olympics Indiana - Dubois County, Jasper, IN

- Promoted a culture of continuous improvement within the organization.
- Manage and coordinate all Fundraising Activities and Public Relations
- Facilitator for Athlete Leadership Council
- Mentor for Athletes attending Athlete Leadership University.
- assistant Coach for Swimming
- Swim Management Team for Special Olympics Indiana