

Stacie Rodriguez Soneye

376 S 100 E, Apt. 24, Washington, IN 47501 812-486-8898

stacie.rodriguez430@gmail.com

Objective

Seeking a responsible career in helping individuals with disabilities

Education

1995 Vincennes University Vincennes, IN

Associate of Science

- Accounting and Business Administration

Experience

02/2015 to present Developmental Services, Inc. Washington, IN

Program Manager Assistant of Employment/Pre-ets

- Supervised the employment and pre-ets program in 3 counties
- Prepare reports and billed for the pre-ets program monthly
- Prepared curriculum for students with disabilities

Pre-employment Instructor

- Prepare students with disabilities to get employment
- Prepare students with disabilities to go to college
- Prepare students with disability for life after high school

Preschool teacher assistant

- Assist teacher with children with disabilities
- Teach many skills to young children with disabilities
- Prepare young children with disabilities for elementary school

08/2016 to 07/2017 Cardinal Care Washington, IN

Daycare Assistant

- Care for young children
- Prepare snacks for young children
- Prepare activities for young children

07/2012 to 07/2014 West River Health Campus Evansville, IN

AP/Payroll Coordinator

- Accounts Payable
- Payroll
- Human Resources

02/2009 to 07/2012

St. Charles Health Campus

Jasper, IN

AP/Payroll Coordinator

- Accounts Payable
 - Payroll
- Human Resources

2000 to 2009

Martin County Healthcare

Loogootee, IN

Administrative Assistant

- Accounts Payable
 - Payroll
- Human Resources

1995 to 2000

Loogootee Nursing Center

Loogootee, IN

Business Office Manager

- Accounts Receivable
- Bill Medicare and Medicaid
- Bill Private Insurance

References

References are available upon request