

Trenice T. Knighton, MSW, RSW

1006 Minor Street
Kenner, LA 70062
mrstking504@yahoo.com

Objective:

Seeking a relationship with Jeff Cap to provide educational services to families and opportunities to current employees to educate and provide high quality education to our young children from Birth to Five.

Educational History:

Teacher Ancillary Certificate, 2017

Southern University, New Orleans May 2009

*RSW, June 2012

*Master of Social Work, Cumulative GPA: 3.7

*Bachelors of Psychology; & General Studies; Graduated with *Distinction;

*Member of Phi Alpha Honor Society, MSW & Psychology

* Member of National Social Work (NASW) 2009

*Member of Childcare Coalition

*Member of Child Care Association of Louisiana

*Member of Early Leaders Academy

Employment History:

**Jazzie's Learning Academy and Jazzie's Learning Academy & Preschool,
Too 216 S. Bengal Rd. River Ridge, LA 70123**

**Owner/Executive Director of Early Learning Center's Experienced 9 years
2016-current**

**Department of Children and Family Services 429 W. Airline Hwy. Ste M
Laplace, LA 70068 worked as Child Welfare Specialist III completed child
and family investigations through the State of Louisiana May 2014-
December 2021 Contact (Ms. Tamika Suazo 985-652-680-9100)**

**Jefferson Parish School System Washington Montessori School 601 Clay
St. Kenner, LA 70062 September 2009 to Present Experienced Eight years:
2002 Contact: (Ms. Evelyn Soniat 464-9111)**

Para-educator

*Developed detailed plans for success, complete with objectives, activities, and

*Educated, assist/teach in classroom early childhood/middle school aged
education with Traditional and Montessori curriculum and instructions for
learning*Conducted classroom management and exercises & provided

encouragement to students

**Nu-Generation Fellowship Summer Enrichment Camp 1022 Bengal Rd.
Metairie April 2009- August 2009, 2010, Contact: (E. Craig Wilson 401-3581)**

Director

*Facilitated/Director of program operations, provided documentation for progress in curriculum & activities, experienced working collaboratively; track record of building relationships *Mentored students, who were either disabled, single parents, or victims of child abuse or neglect

*Promoted a positive camp experience for children, between the ages of five to sixteen, *Collaborates with families to discuss terms of Disposition and provides recommendations to Juvenile Court as to what services the parents should complete *Provided for the campers' emotional, physical, and social needs

*Supported fellow counselors. *Established the budget for program operations & payroll

**River Oaks Hospital 1525 River Oaks Rd. W., Harahan, LA 70123 June 2007-
March 2008 Contact: (Ms. Casey B. 734-1740) Unit # 2**

Psychiatric Counselor

*Direct care of patients, 1 on 1 counseling adults & children, group therapy activities, therapy education and assisting in admit and discharge process for children and adults. *Trained in working with children & adults psychiatry, dual diagnosis, and trauma/compulsive behaviors

Basic Elderly Crisis Counseling Intervention (BECCI), 1661 Canal St. New Orleans August 2006-2007 Contact: (Ms. Melancon 565-3536)

MSW

*Investigated reported allegations of elderly abuse and neglect to make determinations if the incident is substantiated *Advocated for seniors in the community to become empowered & transformed, to live better lives

*Provided crisis intervention, counseling, referral services, and also assisted in grandparents in raising grandchildren. *Provided & conducted assessments with adults and children adolescents. * Work with Elderly to find Shelter after hurricane Katrina. Worked with & assisted Elderly who were raising their Grandchildren.

Additional Information:

*Ability to read, analyze, and interpret data i.e., periodicals, professional journals, technical procedures, governmental regulations, and legal documents

*Detailed Oriented, Self Starter, Problem solving, Coordinating, Planning, Evaluation *Computer: Microsoft Word, Excel, and Power Point, Word Processing Kits, Software, Educational Programs

*Exceptional Data Entry, Written/Verbal Communication & Organizational skills

Community Involvement:

Counseling: Provided Survivors, a support group for survivors of sexual assault. Facilitated group discussions and sustained strong support networks.

Outreach: Led and designed outreach initiatives for VOICES, a support group for abuse victims.

Support: Provide mental and emotional support as a Counselor for youth.

References:

Shirley Williams
Social Worker MSW, Consultant
1324 S. Wilson Ave.
Metairie, LA 70003
504 452-8817
dshirley@bellsouth.net

Shavonda Thomas
RN, Rive- ridge Learning Center, owner
216 Bengal Rd.
Rive- ridge, LA 70123
Call 1st 504 458-4430 cell
504 469-5210 office

D'wane Jeanpierre
Program Coordinator
2401 Veterans Blvd. Ste. 21
Metairie, LA 70062
504 259-0853 cell
504 885-3494 office

Renwick Knighton Sr.
1006 Minor Street
Kenner, LA 70062
bigren504@gmail.com

Objective:

Seeking a partnership with Jeff Cap to provide educational services to families and opportunities to current employees to educate and provide high quality education to our young children from Birth to Five.

Educational History:

Teacher Ancillary Certificate: October 2023
Child Development Associates: December 2022
Alfred Bonnabel High School class of 89'

Employment History:

Jazzie's Learning Academy and Jazzie's Learning Academy & Preschool, Too
Owner/Chief Executive Officer of Early Learning Center's Experienced 10 years 2016-current

Renwick's Lawn Care Services

Owner/Operator for 37 years. In charge and control of all day to day operations, finances, and year around landscaping and horticulture.

Nu-Generation Fellowship Summer Enrichment Camp 1022 Bengal Rd. Metairie April 2009- August 2009, 2010, Contact: (E. Craig Wilson 401-3581)

Director

*Facilitated/Director of program operations, provided documentation for progress in curriculum & activities, experienced working collaboratively; track record of building relationships *Mentored students, who were either disabled, single parents, or victims of child abuse or neglect
*Promoted a positive camp experience for children, between the ages of five to sixteen, *Collaborates with families to discuss terms of Disposition and provides recommendations to Juvenile Court as to what services the parents should complete *Provided for the campers' emotional, physical, and social needs
*Supported fellow counselors. *Established the budget for program operations & payroll in grandparents in raising grandchildren. *Provided & conducted assessments with adults and children adolescents. * Work with Elderly to find Shelter after hurricane Katrina. Worked with & assisted Elderly who were raising their Grandchildren.

Additional Information:

Community Involvement:

Counseling: Ordained Deacon with New Generation Fellowship Church
Provided counseling to married couples in first phases of partnership

Outreach: Provided training and coaching to our young children developing their mental, physical, and social skills as it related to sports, education, and mentorship

Support: Provide mental and emotional support as a youth counselor

References:

Shirley Williams
Social Worker MSW, Consultant
1324 S. Wilson Ave.
Metairie, LA 70003
504 452-8817
dshirley@bellsouth.net

Lubertha Gardner
Relative
1105 Lesan Drive
Kenner, LA 70062
504-258-1985
gardnerlubertha@gmail.com

Nakisha Theophile
Sponsor for business
504-7013820

JASMINE M. DELCO ESQ.

(504) 617-3736 | jasmine_delco@sulc.edu

EDUCATION

Southern University Law Center

Juris Doctor GPA: 3.1

December 2022

Louisiana State University

Bachelor of Arts in Political Science and African & African American Studies

August 2019

Memberships:

- **NAACP** | Vice President
- **Student Government** | Student Senate, Organization Relief Fund Committee, Campus Sustainability Committee
 - While apart of the Organization Relief Fund Committee, I in conjunction with 9 other members, were responsible for managing a five hundred thousand dollar fund. We appropriated funds to students depending on their meeting with the committee and how strong their application was.

INTERNSHIP

24th Judicial District Court

June 2018 – August 2018

Judicial Intern for the Honorable Judge June Berry Darensburg

- Conducted legal research, prepared motions, and drafted memoranda.
- Heavily involved in all phases of trial preparation by providing legal memos to the judge related to upcoming cases.

EXPERIENCE

Jazzie's Learning Academy | River Ridge, LA

April 2017-Current *Co-*

Owner

- Manage all operational activities for a preschool of 50 children including marketing, budgeting, payroll, scheduling and contracts.
- Manage fiscal budgets, track expenses, file state and federal required reports, prepare vendor and client invoicing, and oversee the procurement process.
- Manage grant reporting and wrote grants.
- Provide supervision, leadership and direction to a team of 6 teachers while cultivating and foster relationships with parents.
- Lead the hiring process for new talent and develop and facilitate training classes.
- Create a safe and fun learning environment where students feel comfortable exploring the daily topics and progressing in their development.
- Develop standard operating Procedures in rapidly changing environments and manage the change management process with the team.

Southeast Louisiana Legal Services | Baton Rouge, LA

August 2021- Present

Staff Attorney: Family Law Unit (May 2023- Present)

- Provide legal representation and/or advice to low-income citizens in eight parishes.
- Represent domestic violence survivors in all stages of representation.
- Provide representation in different legal areas such as: divorces, custody, adoptions, domestic violence, and notary services.
- Work with community partners and agencies to find resources for clients.

Intake Specialist: Eviction Diversion Program (August 2021- May 2023)

- Conduct client interviews for clients who are facing eviction and/or housing issues.
- Maintain a functional knowledge of internal and funding agencies standard of service and documentation.
- Compile data into the case management system to determine eligibility.
- Conduct follow up phone calls and letters as needed.
- Demonstrate flexibility and organization to respond to urgent referral requests.

Big Buddy Program | Baton Rouge, LA

August 2018-March 2020

Hub Coordinator (January 2020 – March 2020)

- Supervise the daily activities of 8 advisors and instructors while creating coaching and development strategies necessary for a successful afterschool program.
- Build and sustain strong working relationships with parents and administrative staff to resolve any concerns and questions regarding the program.
- Assist in community engagement to provide scholars with information on employment opportunities.

Program Advisor (August 2019-December 2019)

- Managed a team of instructors to carry out daily activities and responsibilities to promote engagement amongst scholars and implement successful lesson plans.
- Traveled to five different school each week to facilitate activities and train teachers.
- Collaborated with the program coordinator, administrators and parents/guardians to modify and improve the program and to ensure trust and comradery amongst each other and parents.
- Introduced the fundamentals necessary for a positive learning experience through innovative lesson plans for 2530 scholars.

VOLUNTEERISM

Ask A Lawyer – Baton Rouge Bar Association

- Provide free legal advice to citizens in the community ranging from family law issues, wills, and successions. Citizens can meet one on one with a lawyer to ask their legal questions.

Expungement Initiative – Southern University Law Center’s Office of Strategic Partnerships and Initiatives

- Serves as an event leader by facilitating and connecting potential clients with attorneys and providing information on the expungement.
- Conduct intake for potential clients by receiving their information and informing them of the necessary documents needed to proceed with the process.

Black Cannabis Conference – New Orleans, LA

- Represented Southern University Law Center’s Cannabis and Compliance Institute by providing information to conference attendees about the state of the cannabis industry and answering questions.

The Committee to Elect Judge Yvette Alexander

- Assisting on the campaign for the Division M seat in the 19th Judicial District Court in Baton Rouge, LA.

Dionne Bates

River Ridge, LA 70123
deedy1992@gmail.com
+1 504 417 9027

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Lead Teacher Pre-K/Director

Jazzie learning academy - River Ridge, LA
October 2017 to Present

My curriculum is Frog Street and I have knowledge on TS gold and CLASS. Making sure to care and give all kids safe and secure environment. I give tours of the school and answer phones. I'm responsible for food program, tuition, signing students and staffs in ProCare.

Assistant Director/Lead Teacher

Kids' Corner Preschool - Marrero, LA
July 2020 to December 2020

Lead Teacher

Alphabet preschool - Kenner, LA
May 2017 to September 2017

My curriculum is Frog Street. Making sure to care and give all kids safe and secure environment. I'm responsible for the infants and Prek4 classes.

Caregiver

Metairie, LA
August 2016 to July 2017

Had to care for patient by, bathing, cleaning teeth, changing clothes, giving medicine, feeding him, changing diaper, and make sure he was happy and comfortable.

Cashier/Customer Service

martin wine cellar - Metairie, LA
November 2012 to November 2014

Responsibilities

Take phone order and take order on register. make sure my area is clean and make sure the deli food wasn't expired.

Education

n/a in A.A. Earlyhood Child Education

University of Phoenix-Online Campus
2015 to 2016

High School Diploma in n/a

riverdale high - Jefferson, LA

2008 to 2011

Skills

- Teaching (7 years)
- CPR (7 years)
- Training (4 years)
- Child care (4 years)
- Microsoft Office (8 years)
- Organizational Skills
- Dancing (10+ years)
- Toddler Care (4 years)
- Curriculum Development (6 years)
- Experience with Children (10+ years)
- Early Childhood Education (7 years)
- Special Needs (2 years)
- Classroom Management (4 years)
- Babysitting (10+ years)
- Caregiving (2 years)
- Preschool Experience (7 years)
- Nannyng

Certifications and Licenses

peer mediation

Present

CPR/First Aid

September 2019 to September 2021

food handler certificate

CDA

September 2019 to September 2022

driver's license

March 2020 to March 2025

Groups

dancer

August 2009 to June 2020

Dance for Cheri Desporta Dance Academy and was the Jazz, Hip Hop, and Lyrical teacher. Owner/
Coach/Member of Dixie Dawlins Dance Team.

Additional Information

reference

Cheri desporta-chorographer 504-339-6672

Damien Bonds-chorographer 504-358-5534

Karen Jordan- team assistance 504-421-1442