

**Yasmin A. Chaljub**  
Coral Springs, FL

**Education:**

2009-2010 Ana G. Méndez University System, Master in Education, Guidance and Counseling  
1984-1986 University of Southern California, Master of Business Administration  
1977-1982 Universidad Nacional Pedro Henríquez Ureña, Dominican Republic, BS Economics  
Summa Cum Laude

**Work History:**

2015-Present Ivy College Consulting – External Consultant for guidance and college counseling.  
2014-Present Realtor – Member of the Fort Lauderdale Board of Realtors, Florida, USA  
2012-Sept 2014 Sagemont School, Lower School Campus Admissions Representative  
Responsibilities included the initial meetings, tours, and open houses for prospective students and families; revision of all documentation required for application including any psycho-educational evaluations needed, as well as the administration of admissions testing required by grade. Member of the admissions and enrollment committees, and the South Florida Admissions Directors Council.  
2010-2012 Sagemont School, Upper School Campus Virtual Facilitator / Study Hall Teacher  
Classroom responsibilities included technical support with enrollment, programs used and progress reports for the virtual students, communications with the Florida Virtual Teachers and parents, and the supervision and monitoring of the study hall students.  
1992-2007 Global Sales & Services, Inc., Vice-President:  
As part owner of this wholesale export company, I assisted on all aspects of the business. These included purchase orders, inventory control, shipping documents and customer service.  
1982-1984 Citibank, N.A., Dominican Republic, Assistant to the Treasurer:  
The Treasury Dept. was the liaison of Citibank with the Central Bank of the Dominican Republic. The job responsibilities included daily calculations of required bank reserves, foreign currency exchange and financial statements.

**Additional and Relevant Information:**

2014-Present FIRST / FLL Member of the Planning Committee for the First Lego League Competition in the Dominican Republic  
2010 Internship for the Master in Education, Guidance and Counseling at Hallandale Elementary School:  
Through the experiential and practice component of this Internship, I was required to complete a minimum of 160 hours of supervised practice offering professional counseling services to students. This was complemented with an academic component of case discussion sessions, procedures analysis and techniques updates.  
2007-2010 Broward County School System, Volunteer:  
I worked directly with the guidance counselors at Hallandale Elementary School, in normal day-to-day activities for 12 hours a week during the school year. These included conflict mediation, child studies, group classes, and reading groups. I also participated in the organization and administration of the FCAT and CELLA tests.

2000-2006 Parent - Mentor: FIRST, FRC Team PAW – 710, Fort Lauderdale, Florida, USA

**Research Project:**

2009 **ADHD Children: Behavior Modification and Coping Strategies at the Elementary School Level**

The purpose of this action research project was to determine how effective were behavior management strategies and techniques, implemented in school classrooms, to improve the attention span and focus of children suffering with Attention Deficit Hyperactivity Disorder (ADHD). The results favored the use of these strategies in a normal classroom.

**Languages:** Fluent in English and Spanish.

**Computers:** Proficient with Microsoft Word, Excel, Power Point, Prezi, Jing programs.