



**Virginia A. Coco**  
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**Summary:** Innovative, dynamic leader with more than 20 years of management experience (including non-profit) specializing in program development, training, team building, financial analysis, cost control, facilities management, forecasting, strategic planning, process improvement and revenue enhancement. Recognized for building key relationships within an organization to drive solutions and implement change in global environments. Has a demonstrated ability to influence diverse, cross-functional teams to achieve objectives in deadline-driven environment.

**Objective:** To participate in programs that will have a positive impact by using alternative and experiential learning environments in public schools and the surrounding communities.

**Education:** ASU, Doctoral Student, Community Resources and Development  
Notre Dame of Maryland University MAT (May 2013) GPA 3.9  
Troy University BS Psychology/Business, March 2011 (Cum Laude)  
CW Post Certificate in Equine Science, 1999  
AS Business Administration/Accounting, SUNY Farmingdale, Farmingdale, NY 1988  
AAS Hotel, Restaurant & Food Service Management, SUNY Delhi, Delhi, NY 1981

#### **Licenses**

**& Certifications:** State of Az Teacher Certification:  
Elementary Education and Special Education (Cross Categorical)  
State of Arizona IVP0433857  
Current CPR, First Aid and AED Certification  
Coconino and Maricopa County Food Manager's Certification, 2014  
Certified in Equine Assisted Learning and Therapy  
PATH International Registered Riding Instructor  
Accredited Financial Counselor (AFC), July 2008  
State of Florida Early Childhood training (40 hr certificate), 2007

#### **Highlights of Qualifications:**

- ◇ Over 6 years of classroom teaching experience
- ◇ Over 25 years of day and residential camp management experience
- ◇ Successfully managed/directed organizations of up to 75 personnel and volunteers in dynamic environments, driving the accomplishment of diverse objectives
- ◇ Proven resource manager who administered million dollar budgets and programs
- ◇ Proficient in both PC and Mac environments (LMS, Office, Outlook, Blackboard, etc)
- ◇ Highly experienced instructor for students of all ages in both civilian and military settings including experiential and adult learning environments, low ropes, archery, canoeing and hiking.
- ◇ Sixteen years developing and implementing corporate training programs and materials both instructor led and computer based, as well as curriculum development at college level
- ◇ Over 30 years horsemanship instructor (able bodied)
- ◇ Eight years instructor/curriculum development Path Int'l Certified TRI and EAL/EAP

## **Professional Experience:**

**Arizona State University, Phoenix, Az Downtown Campus** (8/2015- present)  
**Teaching Assistant**

- Assist Professor with instruction and grading for online undergraduate course in Tourism and Quality of life.
- Responsible for 2 sections with over 75 students.
- Utilize Blackboard platform for instruction and grading.

**Robinson Ranch, Phoenix, Az** (4/2015 to present)  
**Greystone Manor Therapeutic Riding Center, Lancaster, PA** (6/2011 to 12/2013)  
**PATH Registered Riding Instructor**

- Teach therapeutic riding lessons to students with varied special needs.
- Lesson planning and program development (includes day camp).
- Assist in training of volunteers, interns, and horses.
- Assist in fund raising and special events.

**ZEIDERS, INC./MHN Government Services**  
**Personal Financial Counselor/Facilitator** (10/2008 to present)

- Facilitate educational classes and training sessions to military service members regarding financial literacy.
- Personal Financial Counselor/Advisor.

**Camp Colley Outdoor Adventure Camp, Happy Jack, Az** (6/2014-12/2015)  
**Camp Cook**

- Provide nutritious, well-prepared meals from scratch, which are served to all campers, staff, and guests (up to 200).
- Prepare, cook and serve food as the menu indicates utilizing commercial equipment as well as Dutch oven cooking at base camp.
- Routine sanitation of the kitchen and related equipment.
- Coordinate schedule and job tasks with other cooks, dining hall manager, and kitchen assistants.

**Baltimore City Public Schools, Baltimore, MD**  
**The Commodore John Rogers Elementary and Middle School**  
**Third Grade Literacy Teacher** (8/2013 – 5/2014)

**Medfield Heights Elementary School,**  
**Student Teacher/Intern** (8/2012 – 5/2013)

- Co-teaching within a fully inclusive classroom environment.
- Successfully maintain effective classroom management by establishing clear, consistent behavior guidelines, creating an organized classroom, promoting mutual respect, and making learning exciting through engaging lessons and activities.
- Effectively integrate the Maryland State Curriculum and Common Core State Standards through the development and implementation of creative lesson plans that provide students with the opportunity to learn through diverse learning modalities.
- Actively participated in school community by attending school improvement committee meetings and special events in order to established positive relationships with key stakeholders.
- Integrate technology through SMART Board and internet lessons.
- Participate in collaborative team planning aligning *Maryland State Curriculum* with Common Core standards for Literacy and Social Studies.
- Participate in preparation and administration for grade level MSA and PARCC testing.
- Trained in Success for All and Capturing Kids Hearts curriculum.

**ANGELS GATE RANCH, INC, Marianna, FL**

**Program Director**

(1/2005-12/2009)

- Research, develop and create life skills residential camp program (both secular and non-secular).
- Facilitate lessons using Equine Assisted Learning and experiential learning activities.
- Develop and oversee day camp operations.
- Individually counsel participants for goal setting, financial management, social etiquette, personal hygiene, cooking, event planning, and other life skill areas as needed.
- Fund raising (grant writing), event planning, marketing and promotion.
- Coordinate events with community organizations for optimal outreach.

**U.S. MARINE CORP RESERVE TOYS FOR TOTS, Jackson County, FL**

**Area Coordinator**

(9/2005 – 12/2009)

- Recruit, train and coordinate up to 75 volunteers for Toys for Tots program
- Budget management, fund raising, toy collection, marketing and promotion for annual campaign
- Selection of beneficiaries and distribution of toys by coordination of benefits with county services and local churches.

**PONTILLO AND ASSOCIATES, Baltimore, MD**

**Manager**

(5/2002 to 11/2008)

- Develop and maintain relationship with clients (Ameriprise Financial Advisors) throughout U.S.
- CRM, A/R, A/P, HR general and benefits, taxes and payroll, budget management (QuickbooksPro, Microsoft Office Suite, Outlook)
- Develop deliverables for financial planning clients

<b>Volunteer:</b>	4H Leader	2006-2008 (FL); 2012 (PA) Founded 1 <sup>st</sup> Adaptive Horse Club
	Leg Up Farm- TR/Day Camp	2010-2012
	Praise Team Member	2006-present
	York County Libraries	2011-2013

Previous experience includes restaurant and hotel management as well as financial and property management abroad.

Details and references can be provided upon request.