

## **Bartleson, Debra - City Council**

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**Subject:** FW: Cover letter and Resume for Community Representative - Kalisha Frazier

### **Kalisha Frazier**

525 Jackson Street #108 Denver, CO 80206  
303.888.7027  
[kalisha\\_frazier@hotmail.com](mailto:kalisha_frazier@hotmail.com)

Dear Colleague;

I have had experience in a wide variety of positions where my communication (written and verbal), diversity awareness and organization have allowed me to be successful and achieve the goals set before me. I am a team-player, energetic and eager to help keep the momentum of a busy Policy Council. My Policy Council experience, problem-solving and action-driven leadership skills makes me an excellent choice as a Community Representative for the City of Denver's Policy Council.

As a Mother of two previous Head Start students I would love the opportunity to continue to work alongside educators and decision-makers to ensure the success of young students in this city. My experience with the Head Start program has been life changing! I have been able to see first hand the empathy and caring that Head Start staff have for the children they serve. Being apart of the Policy Council these past two years has helped me to see that the people "behind-the-scenes" have the same amount of vested interest in the children of Denver. It has been a pleasure to contribute and give-back to a program that has given my children so much.

I am excited about the possibility of a personal interview at your convenience to further discuss the reasons why I would like to continue as a member of the Policy Council. I can be reached at 303.888.7027. Thank you in advance for your consideration.

### **Kalisha Frazier**

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#### **OBJECTIVE**

Very organized and reliable educator seeking to provide excellent community involvement skills for the City level Policy Council as a Community Representative. Extremely motivated and eager to contribute to the well-being of Denver Head Start children.

#### **SKILLS**

Communication	Time-Management	Listening	Diversity Awareness
Self-Motivated	Community Outreach	Advocacy	Data Recording
Typing 60 wpm	Microsoft Applications	Patience	Detail-Oriented

#### **EXPERIENCE**

**Policy Council**

- Regularly attended all Policy Council meetings in a punctual manner and learned to be a valuable contributor.
- Prepared for meetings by thoroughly reading through mailed packets and came ready with questions or concerns.

### **Educator**

- Interacted with students on the Autism Spectrum in a positive and empathetic manner.
- Assisted Lead Teacher in establishing and maintaining a classroom environment that utilized space, materials, routines, and guidance techniques to effectively facilitate well-rounded development
- Maintained genuine interpersonal interactions with children, parents, staff and administration

### **Case-Management**

- Arranged educational and social activities to foster positive development in children.
- Documented behavioral data on multiple students on a daily basis in order to create successful and effective behavior plans

### **WORK HISTORY**

**MI-Autism Teacher Asst.** Edison Elementary 01/2010-Present

**Marketing Asst.** UV Skinz, Inc. 02/2009-Present

**In-Home Administrative Asst.** Private Residence 01/2006-10/2009

**Asst. Preschool Teacher** Safe and Sound Learning Center 08/2005-01/2006

**Family Advocate Intern** Catholic Charities 08/2004-12/2004

### **EDUCATION/CERTIFICATES**

**Nonviolent Crisis Intervention** Denver Public Schools 08/20012

**Career Readiness Certificate** Division of Workforce Development 11/2009

**College/BA Social Work** Colorado State University 08/2000-12/2004

**High School Diploma** Aurora Central High School 08/1996-05/2000