

Ruby Butterworth  
819 Chuckanut Drive  
Bellingham, WA 98229  
360-738-0411

WORK EXPERIENCE:

September 1999 – October 2005

Hawaii Job Corps Center 41-467 Hihimanu St. Waimanalo, HI 96795

Position: Site Manager Kwajalein Job Corps Center Marshall Islands

Duties: Responsible for all aspects of daily school operations.

- Supervisory - Recruit, train, supervise, and evaluate academic instructors and support staff. Provide staff training.
- Program Development - Design, implement, and manage curriculum. Maintain facility. Promote community support and communication.
- Financial - Monitor budget for equipment, materials, facility and personnel.

August 1995 – August 1999

Cascades Job Corps Center PO Box 819 Sedro-Woolley, WA 98284

Position: Manager of Academic Programs

Duties:

- Supervisory - Recruit, train, supervise, and evaluate academic instructors and support staff. Provide staff training.
- Program Development - Design, implement, and manage curriculum. Maintain facility. Promote community support and communication.
- Financial - Monitor budget for equipment, materials, facility and personnel.

October 1991 – July 1995

Cascades Job Corps Center PO Box 819 Sedro-Woolley, WA 98284

Position: Academic Instructor: Reading, Writing and Health

Duties:

- Design and implement curriculum.
- Teach academic, employment and social skills to young adults.

February 1985 – April 1991

AVI Corporation Bellingham, WA

Position: Production Manager of manufacturing operations of international sign company

Duties:

- Supervisory: Recruit, train, supervise and evaluate production staff.
- Quality Control: Inspect and approve all production shipments.
- Financial: Monitor budget for equipment, materials, facility and personnel.

EDUCATION:

Master of Education, 1997 Western Washington University Bellingham, WA

Bachelor of Arts in Education 1988 Western Washington University Bellingham WA

Teaching Endorsements: Reading, English Second Language, Learning Resources

Current Washington State Certification