



NEW HAMPTON HIGH SCHOOL
Activities Department
710 West Main Street
New Hampton, Iowa 50659

TO: Jay Jurens, Superintendent
FROM: Kelly O'Donnell, Activities Director
RE: Personnel Recommendations
DATE: December 6, 2012

I make the following recommendations as they relate to personnel openings/fundraisers within the district:

- Danielle Day, Assistant High School Cheerleading
Please see attached resume and cover letter.

0 years of experience
- Notification of fundraiser:
This is simply notification that the Athletic Department will be having a "Garage Sale" to get rid of old jerseys, warm-ups, etc. The money collected will be deposited back into the activity account.

Danielle M. Day

New Hampton High School
c/o Jay Jurrens
710 W. Main St.
New Hampton, IA 50659

Dear Mr. Jurrens and Search Committee,

My name is Danielle Day and I am interested in the advertised Assistant Winter Sports Cheerleading Sponsor position that is advertised and would enjoy the opportunity to be a part of such a wonderful program and school district.

I graduated from Chadron State College in Chadron, NE in December of 2009 with Dual Bachelor of Arts degrees in Business and Family and Consumer Sciences/Hospitality Management. Currently, I am an online student through the Great Plains IDEA program through University of Nebraska-Lincoln pursuing a Master's degree in Youth Development. I am employed as the office manager at Iowa State University Extension and Outreach in Chickasaw County, New Hampton, Iowa. In this position I have the opportunity to work with all ages and thoroughly enjoy getting to meet new people and have the opportunity to assist them in their search for information and provide great programs for the citizens of Chickasaw County.

Cheerleading has been a part of my life since I was a little girl attending mini cheer camps. I was a cheerleader for the four years of my high school career and captain of the squad for my senior year of high school. I found that being part of cheerleading helps build confidence and self-worth in young adults. It also helps teach positive team building skills and is a great source of physical activity.

I would enjoy the opportunity to interview and be part of this wonderful program in New Hampton High School. I believe it is important for youth to have positive role models in their lives as sponsors and coaches in their extra-curricular activities. I look forward to visiting with you soon. Feel free to contact me by email: daday@iastate.edu, or by phone at (641)229-6563. Thank you for your time and consideration.

Sincerely,

Danielle M. Day

Danielle M. Day

106 N. Sheakley Ave.
New Hampton, IA 50659
(641) 229-6563
daday@iastate.edu

MISSION

My mission as an assistant cheerleading sponsor is to assist in creating a positive, team-building atmosphere for the youth involved.

EDUCATION

University of Nebraska-Lincoln – Lincoln, Nebraska (Online-GPIDEA)
Masters of Science in Youth Development
Fall 2012-Present

Chadron State College – Chadron, Nebraska
Dual Bachelor of Arts Degrees in Family and Consumer Sciences and Business
Graduated: December 2009
Cumulative GPA: 3.10 (4.0 Scale)

Loup City Public Schools – Loup City, Nebraska
High School Diploma, May 2006

SUMMARY OF RELEVANT SKILLS

- Customer service oriented
- Strong organizational skills
- Quick to learn new tasks
- Strive to succeed in any program
- Phone skills
- Interpersonal skills
- Extensive 4-H background with various programs
- Experience with numerous office equipment (laminator, projector, copier, fax, etc.)
- Strong computer experience (MS Word, Excel, Powerpoint, Publisher, Access, etc.)
- Experience with FairPlus and 4-HPlus software
- Strong program development skills
- Strong leadership skills

Danielle M. Day

EXPERIENCE

Office Manager/Outreach Coordinator, ISU Extension-Chickasaw County–New Hampton, IA
October 2011 – Present

- Supervise Staff and operations of the county extension office
- Manage the financial aspects of the office
- Act as community liaison for Iowa State University Extension & Outreach
- Provide guidance and coordination for programs in Chickasaw County, Iowa

Director of Sales/Guest Services, Hampton Inn – Rapid City, SD

March 2010 – June 2011

- Reserve guest rooms by phone or in person
- Coordinate events in banquet hall
- Create room rental agreements, including the consultations
- Provide outstanding customer service to meet the needs of guests

Interim Café Manager, Loup City Commission Company Sale barn Café – Loup City, NE

January 2010 – February 2010

- Create café menu and layout
- Manage accounting procedures including inventory purchasing
- Prepare all food for sale day menu

Extension Assistant/Intern, UNL Extension-Dawes County – Chadron, NE

May 2009 – December 2009

- Work as part of a team to prepare and oversee all 4-H aspects of the county fair
- Assist and host workshops over various aspects of 4-H; including cake decorating
- Assist the extension educators with various focus programs
- Provide outstanding customer service to all guests in person and on the phone

Front Desk, Motel 6 – Chadron, NE

August 2008 – December 2009

- Reserve, check-in, check-out guest rooms with InnSure reservation system
- Balance the cash drawer and credit card statement reports at the end of each shift
- Provide outstanding customer service to all guests in person and over the phone
- Generate daily shift reports for night audit

Work Study, Chadron State College – Chadron, NE

August 2007 – May 2009

- Monitor activity in the Atrium of Edna Work Hall
- Answer phone and transfer calls to dorm rooms
- Monitor sign in of all visitors

Danielle M. Day

ACTIVITIES & HONORS

Loup City High School Cheerleading (2002-2006)

- Captain (2005-2006)

Students In Free Enterprise (2007-2009)

- Regional Presentation Team (2007-2008)
- Assistant teacher in various business related programs(2007-2009)
- Kid's Record newspaper advertisement committee chair(2008-2009)

Phi Beta Lambda Business Fraternity (2007-2009)

- Secretary (2008-2009)

Delta Mu Delta National Honor Society (2007-2009)

- Lifetime membership

Family and Consumer Sciences Club (2006-2009)

- Secretary, (2008-2009)
- World Hunger Day active participant (2007-2009)

Student Alumni Council (2006-2009)

- Eagle youth coloring contest committee chair (2009)

The Alternate Student Choice (2006-2008)

- Winter Formal committee chair (2008)

Campus Activities Board (2007-2009)

Senate Finance Committee (2007-2009)

- Secretary (2007-2008)

Loup Valley 4-H Member (1995-2006)

- Secretary (2001-2003)
- President (2003-2006)
- Sherman County Fair 4-H Queen (2005)

New Hampton Rotary Member (2012)

VOLUNTEER WORK

State 4-H PASE/Life Challenges Event Staff

- Life Challenges volunteer assistant

Sherman County Fair 4-H Event Staff

- Assistant to Food & Nutrition Superintendent
- Assistant in the cake entry department

Sherman County Fair Board Event Staff

- Family Fun Night assistant to coordinator
- Team Penning/Sorting Timer/Calcutta secretary assistant

CSC Family & Consumer Sciences Club

- State FCCLA Officer presentation Judge
- Head cook and student organizer for Applied Sciences BBQ

Students In Free Enterprise

- Youth financial education teaching assistant

Student Alumni Council

- Alumni Gala "Vision 2011" event coordinator assistant
- Homecoming parade committee

Danielle M. Day

References

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Kayla Hinrichs
Extension Educator
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Ord NE 68862-1857
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Jaci Walrath
Sherman County Youth Program Coordinator
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Ashton, NE 68817
308-440-0416
jacilynn615@hotmail.com

DECEMBER 2012 Activities Report

- The high school Winter Concert will be held on Tuesday, December 11th starting at 7:00 PM in the high school gym.
- The NuHi Chorale, under the direction of Ashley Sievers, once again will do their area church tour for the holiday season. They will travel around on December 9th and 16th. As many of you know, this is an excellent display of the talent that our young people possess.
- The music departments and FFA have recently finalized their fruit sales. The Trapshooting team is doing a great job of selling Rada Cutlery. It is a great way for these groups to make money while providing a great opportunity for people to save money on items purchased and/or contribute to a worthwhile cause.
- The boys' basketball District Tournament games will be held on the following dates: February 11, 14, 19, and 23, 2013. Our boys are in Class 2A; specific sites, opponents, and start times will be announced at a later date.
- The girls' basketball Regional Tournament games will be held on the following dates: February 9, 13, and 16, 2013. Our girls are in Class 3A; specific sites, opponents, and start times will be announced at a later date.
- The wrestling team will wrestle in the Sectional Wrestling Tournament to be held at Waukon on Saturday, February 2, 2013. The District Wrestling Tournament will be held at West Delaware on Saturday, February 9, 2013. Both events will start at 12:00 noon.

Submitted by Kelly O'Donnell