

## Elaina K. Behounek

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- Objective** To secure an assistantship or fellowship which will allow me to pursue advanced studies in Sociology with the goal of attaining a teaching position at research-oriented University.
- Education**
- |           |   |                 |
|-----------|---|-----------------|
| May 2003  | John A. Logan Community College<br><i>Associate of Arts General</i><br>GPA 3.28/4.0 | Carterville, IL |
| Dec. 2007 | University of Tennessee<br><i>Bachelor of Arts Psychology</i><br>GPA 3.19/4.0       | Knoxville, TN   |
- Experience**
- April 2008-current **Young Women's Christian Association**  
*Domestic Violence Court Advocate*
- Assist victims in filing orders of protection.
  - Counsel victims of domestic violence.
  - Refer victims to appropriate agencies.
  - Assist Assistant District Attorney at misdemeanor court in domestic violence cases by talking to victims and providing advocacy.
  - Assist the judge with court for orders of protection.
  - Attend trainings about domestic violence.
  - Other duties as assigned.
- Jan. 2008-April 2008 **Young Women's Christian Association**  
*Executive Assistant*
- Provides assistance and administrative support to the Executive Director, the Grant Writer, and the Community Relations Director.
  - Provides assistance and administrative support to the Board of Directors in matters relevant to the board including any special projects they may have, including: providing set up, clean up and refreshments for meetings, sending out notices, keeping the minutes and board records, editing the board of directors manuals and distribution of reports and correspondence.
  - Works with Accountant in tracking Accounts Receivable and payroll preparation.
  - Works with program personnel in the development and tracking of grant proposals and their administration.
  - Sets time lines and/or deadlines for projects and follows up with staff to assure appropriate follow-through.
  - Tracks important incoming and outgoing correspondence.
  - Composes and prepares correspondence, thank you letters, and reports for signature of the Executive Director and volunteers.
  - Develops and edits brochures, and publications.
  - Maintains confidentiality.
  - Schedules meetings for executive director.
  - Assists in special event planning and implementation as needed.

- Assist in editing of printed matter including newsletters and press releases.

Aug. 2006- Sept. 2007	Arnstein Jewish Community Center-Preschool <i>Administrative Assistant and Teacher</i>	Knoxville, TN	
	<ul style="list-style-type: none"> <li>▪ Make spreadsheets, monthly newsletters, timesheets, and filing, make displays when needed.</li> <li>▪ Keep the center neat and organized.</li> <li>▪ Keep track of enrollment.</li> <li>▪ Order supplies.</li> <li>▪ Interact with parents to ensure effective communication.</li> <li>▪ Develop and teach age-appropriate activities to children.</li> <li>▪ Instruct art, reading, counting, and physical activities.</li> <li>▪ Implement new teaching styles while continually training and improving techniques.</li> </ul>		
Aug. 2004-Jan. 2006	University of Tennessee <i>Research Assistant</i>	Knoxville, TN	
	<ul style="list-style-type: none"> <li>▪ Worked with a professor to develop new lines of soybeans</li> <li>▪ All aspects of the breeding process including, cross-breeding, planning, harvesting, separating, organizing, and filing of data.</li> <li>▪ Responsible for entry of data.</li> </ul>		
Jan. 2000-July 2004	Sonic Drive In Co. <i>Assistant Manager</i>	Carbondale, IL	
	<ul style="list-style-type: none"> <li>▪ Responsible for paperwork including timesheets, ordering and receiving supplies, daily tills, deposits, and hourly logs.</li> </ul>		
Jan. 1998-March 2003	U.S. Research Co. <i>Supervisor</i>	Carbondale, IL	
	<ul style="list-style-type: none"> <li>▪ Responsible for daily quotas.</li> <li>▪ Responsible for timesheets and payroll.</li> <li>▪ Led crews up to 50 people in research and data collection.</li> <li>▪ Data entry.</li> </ul>		
<b>Skills:</b>	Working knowledge of Microsoft Word, Word Perfect, Microsoft Access, Microsoft Excel, Power Point, and Internet. Data entry experience.		
<b>Activities:</b>	<p>Apple Core- I was in the Apple Core program at UT. I was able to observe and assist in the classroom at New Horizons Montessori. This allowed me to gain valuable insight into Montessori teaching methods.</p> <p>Service Learning- Social Justice and Community Service course at UT. I offered 30 hours of my time to Safe Haven Crisis and Recovery Center where I shadowed the education and prevention specialists' to gain teaching skills and interact with the public.</p>		
<b>References:</b>	Dr. Sherry Cable-Associate Professor Dr. Richard Saudargas-Professor Dr. Mark Hector-Professor	scable@utk.edu <a href="mailto:rsaudarg@utk.edu">rsaudarg@utk.edu</a> <a href="mailto:mhector@utk.edu">mhector@utk.edu</a>	(865)974-7031 (865)974-3423 (865)974-1984