

MOBILE TESTING AND TUTORING, INC. – South Florida

2005 to Present

**Licensed School Psychologist / Private Practice Testing and Counseling**

Psychological testing and report writing of intelligence, academic, process and personality tests. Counseling K-12 students for emotional, behavioral, and decision-making skills. Communication of test results with parents, teachers, and administrators in an individual and team setting.

*Key Achievement:*

- **Helped place students in the appropriate educational program** and with appropriate home and school interventions via sound recommendations on psycho-educational reports.
- **Demonstrated commitment to individuals and families by providing mental health services with such issues as ADHD, Learning Disabilities, Autism, and depression.**

DADE COUNTY PUBLIC SCHOOLS – Opa-Locka, FL

1993 to 2002

**School Psychologist / Robert Renick Educational Center**

Contributed to the vision and growth of a new center for emotional handicapped children by participating in various educational teams. Managed administrative details of field trips and group counseling. Counseled students in groups and in individual settings.

*Key Achievements:*

- **Leader of Crisis team assisting Emotionally Handicapped students regain control of their interpersonal and emotional issues.**
- **Trained and lead groups of teachers in ropes course and cooperative games.**

ADJUNCT INSTRUCTOR – Broward and Dade Counties

1997 to 2002

**Introduction to Psychology and Substance Abuse Prevention Courses**

St. Thomas University, Miami-Dade Community College and Broward Community College.

*Key Achievements:*

- **Assisting students in the practical application of psychology to their lives.**
- **Teaching students writing skills, note taking and test taking skills.**

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## EDUCATION

UNIVERSITY OF CONNECTICUT – Storrs, CT  
**Bachelor of Science (BS) / Social Work (1981)**

UNIVERSITY OF FLORIDA – Gainesville, FL  
**Masters and Specialist (Ma. Ed. S.) / School Psychology(1985)**

**Cooley Law School: 3 semesters**

**Florida Licensed School Psychologist ss854**

# DAVID CARLYLE

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## QUALIFICATIONS PROFILE

Dedicated and versatile professional with proven success in increasing productivity, morale and team performance in business and educational settings.

- ◆ **Leadership and Staff Supervision:** Provide energetic, results-oriented leadership to motivate staff and improve skill levels. Develop strategies that work together to overcome obstacles and achieve business and educational goals. Hire, train and inspire personnel to accomplish objectives.
- ◆ **Business and Office Administration:** Collect progress payments, inform administrators of change orders to increase revenue, sales, and to meet customer needs. Market labor and product through a carefully developed network of realtors, bankers, home owners, and commercial property owners.
- ◆ **Interpersonal Communications:** Establish and sustain open lines of communication with staff, vendors and customers. Public speaking and presentation of ideas in a manner that captures the attention of listeners and boosts profitability and productivity. Communicates to any socio-economic level in English and can communicate and write in basic conversational Spanish.
- ◆ **Strengths / Accomplishments:** Sold 1.4 million dollars worth of roofing and labor in a Post-Hurricane Wilma market. Initiated new accounts that produced measurable business growth against the competition. Recognized for ambition, passion and drive to succeed.

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## PROFESSIONAL EXPERIENCE

EDUCATIONAL SERVICES CENTER -- Southern Florida

2007 to Present

### **Educational Administrator**

Perform hiring and supervision of teachers. Presently attempting to open new SAT centers by networking and marketing strategies. Build and manage relationships with administrators, guidance counselors, students, and teachers.

#### *Key Achievements:*

- **Goal of 2008 to establish 5 new SAT centers.**
- **Hired several instructors and trained them in ways to boost student productivity and SAT scores.**

GARABAR INC. – Lake Worth, FL

2007 to Present

### **SALES AND ESTIMATING**

Established and managed relationships with general contractors, realtors, business owners, and homeowners to develop new accounts and contracts. Performed public speaking to motivate prospective clients to purchase labor and product. Estimated and sold several different types of construction projects by bidding and closing contracts.

#### *Key Achievements:*

- **Goal of 2008 to open new business among top notch clients such as commercial developers homeowner associations, and residential developers.**
- **Increased new and referral business** through prospecting and participating in community relations forums and events.

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