Kimberly Elder

(817) 694-1788

[kimelder@live.com](mailto:kimelder@live.com)

SUMMARY

* Experienced professional dedicated to providing assistance and coordinating services for   
   victims, and their families, in the community.

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CAREER EXPERIENCE

***Care Coordination***

* Established treatment plans and trained foster parents on various topics for traumatized youth.
* Advocated, sought community resources for unmet needs, and provided services to both youth and elderly clients.

***Educator***

* Provided students with an academically rigorous curriculum in which character was both modeled and promoted in the learning environment.
* Supported diversity in the classroom by creating differentiated learning opportunities for English as a Second Language learners, Special Education students and Gifted and Talented scholars.

***Paralegal Secretary and Evidence Clerk***

* Strong understanding of both criminal and civil aspects of the judicial system and applicable laws.
* Responsible for the intake, recording, filing, storage, security, maintenance, research, release, audit, disposal, destruction and safekeeping of all property and evidence. Worked closely with investigators on all evidence-related cases and functions.

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CAREER HISTORY

2020-Current Care Coordinator NACOG-Area Agency on Aging Cottonwood, AZ

2016-2018 Evidence Clerk Mineral Wells Police Department Mineral Wells, TX

2014-2016 Paralegal Secretary Law Office of Cora L. Moore Mineral Wells, TX

2000-2014 Elementary Educator Fort Worth ISD Fort Worth, TX

Mineral Wells ISD Mineral Wells, TX

Tucumcari Municipal Schools Tucumcari, NM

2000-2000 Foster Care Coordinator Team Builders Tucumcari, NM

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EDUCATION

Eastern New Mexico University, Portales, New Mexico

* Bachelor of Science, Elementary Education

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LEADERSHIP AND VOLUNTEER

* Arizona Foundation for Women’s SHE Leads! inaugural class of 2021
* Arizona Community Foundation Grant Panel Participant, Spring, 2021