

Kenyetta Whitaker

Milwaukee, WI

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Experience

Grateful Girl, Milwaukee, WI

Director — 2022 to Present

- Oversee daily operations, staffing, and program implementation.
- Manage budgets, coordinate events, and ensure compliance with regulations.
- Provide leadership, mentoring, and guidance to team members.
- Develop community partnerships and promote program growth.

We Care Services, Milwaukee, WI

Care Coordinator (Supervisor) — April 2020 to 2022

- Case Management
- File Keeping
- Billing
- Resource Finding
- Data Entry
- Overall Case Review
- Training of Coordinators
- Employee File Management
- Document Review
- Payroll/Book-keeping

Mini Miracles Learning Center, Milwaukee, WI

Lead Daycare Director — March 2018 to 2020

- Managed daycare operations, staff scheduling, and curriculum planning.
- Organized and led activities promoting physical, mental, and social development through games, arts, music, and storytelling.
- Ensured a safe and nurturing learning environment for all children.
- Maintained communication with parents and oversaw facility compliance.

CLE Haven Bayside Assisted Living, Milwaukee, WI

CBRF — February 2018 to Present

- Maintain records of patient care, condition, and progress, reporting to supervisors or case managers.
- Assist patients with mobility, grooming, and daily hygiene needs.
- Administer prescribed oral medications under medical supervision.
- Provide compassionate personal care, including changing bed linens, cleaning, and laundry support.

Education

High School Diploma — Travis Academy, Milwaukee, WI

Standard of Excellence Training Center — CBRF, Milwaukee, WI

Level 8 Registry — Director, Milwaukee, WI

References available upon request