







ERIN CHAMPAGNE

CERTIFIED TOUR DIRECTOR

CONTACT

-  401-359-0789
-  echampagnetrips@gmail.com
-  Providence, RI
-  PVD, BOS

CERTIFICATIONS

TripSchool 2024

Tour Director

Rhode Island Department of Education

Paraprofessional

National Association of Realtors Certification

Realtor

PERSONAL INTERESTS

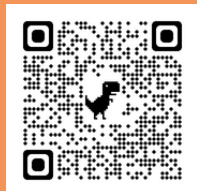
Special Olympics. Nature.

Skiing. Kayaking. Swimming.

Camping. Hiking. Trap Shooting.

TOURISM PROFILE

travelcampfire.com/guide/echampagnetrips



RELEVANT EXPERIENCE

CENTRAL FALLS SCHOOL DISTRICT, RHODE ISLAND 2003 - 2024

HUMAN CAPITAL COORDINATOR

Manage district's attendance platforms. Lead on district medical support to include FMLA, Workers Compensation, 504 accommodations, incident/accident reporting to RI Trust. Monitor all certifications for union members. And so much more!

SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT

Assess and communicate students' performance, behavior, social development, and physical health with service provider. Implement learning objectives and behavioral procedures to maintain a supportive, well-disciplined learning environment. Modify curriculum and accommodate learning objective to foster student success.

LIBRARY/MEDIA SPECIALIST, SCHOOL SECRETARY

Maintain library catalog and all materials. Oversee daily operations and schedules including all staff and students. Manage literature sets for English department. Troubleshoot student Chromebook issues including login issues for all learning platforms. Assist with desktops, copy machines and printers.

REALTOR

EXIT Realty | 2012 - 2015

Guide sellers and buyers in marketing and purchasing property. Consult with clients concerning market conditions, prices, outages, and legal requirements to ensure a fair and honest dealing. Coordinate open houses. Navigate to multiple time-sensitive locations.

FINANCE - ACCOUNTS PAYABLE

ALLESCO Industries | 1997 - 2003

Adhere to company policies and procedures including effectively operating accounting system for headquarters. Maintain accurate records of A/P transactions, payments, vouchers, expense reports, and check runs for six national branches. Report directly to CFO

OFFICE MANAGER

ALLISON REED GROUP | 1988 - 1997

Manage office personnel and operations. Delegate recruitment and onboarding processes. Maintain employee benefits and compensation. Trade show brand representative; RI and NY. Oversee communications amongst A/R, purchasing, sales, and customer service.

ACADEMIC BACKGROUND

COMMUNITY COLLEGE OF RHODE ISLAND

Business | 2 years