

Jan Milleman **Executive Secretary**



Mrs. Milleman's association with CCS began as a parent in 1989. In 1998, she joined the staff of CCS as the Executive Secretary to the Principal. Mrs. Milleman has extensive experience in customer service and database management. Additionally, she has exceptional secretarial and organizational skills. Her office expertise is an asset to the administrative team of CCS.

Total Years at CCS: 11

Total Years Experience: 33

Continuing Education, Training and Implementation:

- Administrator's Plus Admissions Training, Rediker
- Microsoft Outlook
- Microsoft Excel
- Audio/Visual/Multi-media Presentation Training Safety
- Crisis Prevention and Verbal De-escalation, Dr. Andrew Edelman
- Emergency Preparedness, Dr. Joe Maleta, Chief of Security, Broward County Schools