

## Resume

Karen DiFabio  
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FL 33907

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### Work History –

**Holcomb Behavioral Health Systems , Exton, PA – August - 2000 / March – 2017**

**Position – Purchasing and Facilities Director**

- Maintained 34 locations in four states- responded to employee requests for repairs and corporate plans for renovations and décor as well as adherence to Joint Commission Environment of Care Standards
- Maintained 44 vehicles – organized repairs, inspections, registrations and insurance coverage
- Supervised 3 maintenance specialists and 1 female assistant

### Company Supported Extracurricular Activities

- Teaching – Taught monthly classes to employees in the topics of:
  - Defensive Driving
  - Fire Safety
  - First Aid / CPR
  - Emergency Preparedness
- Wellness Committee
  - Organized the wellness committee and developed employee wellness program
  - Produced a bi-annual wellness newsletter
  - Scheduled expert wellness presenters to conduct lunch and learn mini seminars
- Fund Raising Committee –
  - Sought donations for annual Golf Tournament through company vendors
  - Planned and executed Golf Tournament for 155 golfers with committee

**Proprietor of Licensed Child Care Center - Downingtown, PA**

**Community School Age Day Care Services, Inc. – 1988-2000**

- Developed a daily and summer camp child care program for 56 children aged 6 weeks to 12 years
  
- **Education**
- Immaculata University - Bachelor of Arts – Business Administration – 2004
- Stratford Career Institute – Natural Health Consultant Certification – 2016

**Volunteer Work**

- Downingtown, PA - Main Street redevelopment program participant, 1998
- Chester Springs, PA - Involved in several church ministries at St. Elizabeth Church, 2010-2016
- Fort Myers , FL - Apothicare 360 – Marketed CBD seminar to physician’s offices - ,2019
- Naples , Fl - SpellLIFE Wellness Summit - Fundraising and Marketing, 2018-2019
- Fort Myers, FL – Seven Lakes Recreation Committee, 2019 -2020

**Personal Interests** – Family Time , Natural Health Studies , Culinary Art , Reading , Swimming