Elizabet Meyer

Website Designer

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# SKILLS & CERTIFICATIONS

* Certified in TestOut IT fundamentals pro
* Certified in TestOut PC Pro
* Certified in PowerPoint
* Advanced-level code for CSS and HTML skills
* IT troubleshooting skills
* Customer service skills

# **EXPERIENCE**

## Haddam-Killingworth Recreation *- After School Care Staff*

MONTH SEPTEMBER 2024

* **Patience:** Caring for children often requires patience, especially when dealing with tantrums, disagreements, or misunderstandings.
* **Time Management:** Balancing the needs of multiple children while ensuring they complete tasks or activities on time can improve your time management skills.
* **Communication:** Effectively communicating with children, parents, and teachers can enhance your verbal and written communication abilities.
* **Problem-Solving:** Handling unexpected situations or resolving conflicts between children can develop your problem-solving skills.
* **Adaptability:** Children can be unpredictable, so being able to adapt to changing circumstances is a valuable skill.
* **Responsibility:** Caring for children involves a great deal of responsibility, which can make you a reliable and trustworthy individual.

# **EDUCATION**

## Vinal Technical High School, 60 Daniel Street, Middletown, CT 06457 *- Diploma expected in 2025*

# HONORS

* High Honors for 4 consecutive months during Junior year
* High Honors for 3 consecutive months during Sophomore year

# VOLUNTEER WORK

Volunteered Multiple Times at the Vinal Tech Blood Drive

* **Time Management:** Managing tasks and ensuring everything runs smoothly within a set timeframe.
* **Communication:** Interacting with donors, staff, and other volunteers requires effective communication skills.
* **Teamwork:** Collaborating with others to achieve a common goal.
* **Empathy:** Understanding the importance of blood donation and the impact it has on others.
* **Attention to Detail:** Ensuring that all procedures are followed correctly and that the donor experience is positive.

Volunteering to stay After School to help with opening house

* **Time Management:** Managing tasks and ensuring everything runs smoothly within a set timeframe.
* **Communication:** Interacting with students, staff, and parents requires effective communication skills.
* **Teamwork:** Collaborating with others to achieve a common goal.
* **Attention to Detail:** Ensuring that all tasks are completed correctly and that the event is a success.
* **Customer Service:** Providing a positive experience for visitors and attendees.

Volunteering to Help Set Up and Clean Up at a Career Fair

* **Organization:** Helping to arrange tables, chairs, and other materials requires strong organizational skills.
* **Time Management:** Managing tasks and ensuring everything runs smoothly within a set timeframe.
* **Attention to Detail:** Ensuring that everything is set up correctly and that the event space is clean and tidy.
* **Teamwork:** Collaborating with other volunteers to achieve a common goal.
* **Customer Service:** Providing a positive experience for attendees and exhibitors.