

PRESCHOOL TEACHER

Professional Summary

Detail-oriented teacher with experience. Demonstrated success in personal and professional settings providing range of document and text translation services.

Skills

- MS Office
- Interpersonal Communication
- Planning and Coordination
- Basic
- Interpersonal
- Interpersonal Communication
- Customer relations
- Customer satisfaction
- English
- Math
- MS Office
- Neat
- Packaging
- Rapport
- Safety
- Sales
- Selling
- Teaching
- Phone
- Turkish

Work History

06/2020 to Current

Company Name – City , State

- Put final products together and efficiently organized items and packaging for shipment.
- Kept work areas organized, clean and free of hazards, promoting consistent productivity.
- Increased productivity by 15%.
- Maintained clean and neat work area to maximize productivity and prevent errors.

Preschool Teacher , 08/2019 to Current

Company Name – City , State

- Indiana Math and Science Academy, educating children younger than 5 to help prepare them for school by teaching basic learning concepts, such as numbers, colors, and shapes as well as to develop their social, motor, and language skills.
- Identified children in need of extra support for emotional, health-related, or developmental concerns and conceived improvement strategies.
- Implemented hands-on, play-based strategies such as games and crafts for experiential learning.

Welcome Desk Representative and Gate Attendant , 01/2019 to 12/2020

Company Name – State

- Provided follow-through on all calls with confirmations and dissemination of requested information.
- Suggested various packages and amenities to guests, helping each find perfect accommodations to fit personal needs.
- Answered incoming phone calls and developed friendly rapport with callers while answering questions, making recommendations, and leading conversations to bookings.
- Managed over 50 customer calls per day.

Hospitality Desk Representative II , 01/2017 to 12/2020

Company Name – State

- Developed and maintained positive customer relations and coordinated with team members to properly handle requests and questions.
- Coached sales associates in product specifications, sales incentives, and selling techniques, significantly increasing customer satisfaction ratings.
- Managed over 50 customers per day.

Safe Sitter Instructor , 12/2016 to 12/2020

Company Name – City , State

- Providing informative class to young teenagers to teach how to safely maintain a safe environment for babysitting, handling tough situations as well as learning how to manage behavior.
- Increased positive performance from students in order to graduate the program.
- Managed 12 per students per class.

Child Care Aide and Kids Night Out Aid , 09/2013 to 12/2020

Company Name – City , State

- Encouraged child involvement in classroom experiences and group interaction.
- Modeled appropriate activities and positive behavior management.
- Performed as a positive role model, promoting healthy interpersonal behaviors.
- Managed 20 students per room with another aide.

Education

Bachelor of Arts : English, Psychology , 05/2021

Indiana University - Purdue University - City , State

Latino Studies , 05/2021

Indiana University - Purdue University - City , State

Associate of Science : Liberal Arts Ivy Tech Community College Of Indiana - City , State

Interests

ACCOMPLISHMENTS , President of Muslims Student Organization at IUPUI Vice President of

Active Minds Chapter at IUPUISocial Media of Muslim Student Organization at IUPUI

Languages

Turkish Native English Native / Bilingual