

ADMINISTRATION OFFICE ASSISTANT

Summary

Enthusiastic student-teacher with superb leadership and communication skills. Easily cultivates trusting and productive relationships with students, parents, teachers administration, and others. Effective at providing quality instruction and fostering a positive working environment with excellent interpersonal and organization skills.

Highlights

- Communication: Speaks effectively, articulate, concise, listens attentively, can think on my feet, feels confident talking to people, persuades others, provides feedbacks, openly expresses ideas
- Interpersonal: Motivates others, understands others, works well with others, supportive, cooperative, counsels, and accepts responsibility
- Management: Leads others, makes decisions, takes charge or initiative, can teach or mentor others
- Organizational: Punctual, multi-task, meets deadlines, sets goals, manages projects
- Computer: Mastery of Microsoft Office Programs (Excel, Word, PowerPoint, Outlook), Ability to work with several operating systems
- Attention to Detail: Produces work that is neat and attractive, ensures that tasks are all done
- Flexible: Willing to try new things, able to work on schedule, interested in improving efficiency on any task
- Calm under pressure
- Decisive
- Curriculum development
- Organizational development knowledge
- Member of Portland Helping Hands and Family Homeless Shelter

Accomplishments

- Rota High School, 2009-2013: Class Valedictorian, National Honor Society President, Youth Advisory President, Anti-Bullying Campaign President, Take Action Youth Advocacy Member, Junior Achievement Program Public Relations Officer, Army JROTC Company Commander, Won Most Outstanding Female Graduate, and Leadership Award
- Founded and led a comprehensive after school enrichment program at Rota Elementary School: "The Reading Bridge Project"
- University of Portland Student, Class of 2017. Elementary Education Major. Army ROTC, and Kappa Delta Pi (Education) Honor Society Officer.
- Led 3 Summer Camp Programs, and student teach in 3 schools at the Portland District

Experience

Administration Office Assistant 06/2010 to 08/2010 Company Name City , State

(Summer Job) Worked with the Director of the Cultural Affairs department in filing papers, answering phone calls, assisting on historic preservation projects, working with clients, and educating young students about the importance of preserving the island's culture and language. 2. Department of Public Safety (Rota, M.P., 96951, Songsong Village, District 3, CNMI)

Administration Office Assistant and Public Safety Trainee 07/2011 to 08/2011 Company Name City , State

Assisted on paper works with public safety, arranged meetings, answered phone calls, filed paper works, assisted on traffic, worked with police officers on radar speed detection on highways, patrolled around the island for any vehicles not conforming to the law, had CPR training, worked

with fire department on fire safety rules. 3. Northern Marianas College Internship Program (Rota, M.P., 96951, Highway, CNMI)

Nutrition and Agriculture Internship Trainee 07/2012 to 08/2012 Company Name City , State

(Internship Program) Trained under the nutritional program with food safety and healthy diet, assisted on presentations for children about nutrition, made healthy ice cream and beef jerky to distribute to the community, taught the community about different types of healthy cooking methods, went around the island to visit farmers who are having problems with crops, educating farmers as to how to maintain their soil, studying the different diseases of plants and ways to identify symptoms, presented the importance of agriculture to the community. 4. Cooperative Education Program Workforce (Rota High School, M.P., 96951, Songsong Village, CNMI) Teacher Aide for High School students

COOP Program Trainee 02/2013 to 09/2013 Company Name City , State

Assisted in tutoring students who are below average, worked with teachers on projects and plans to help improve both math and English departments, made assignments to help students practice their skills, made educational games, worked with SPED students, assisted on parent/teacher meetings, and joined hand in hand with teachers and staff to evaluate the progress of students throughout the school year.

Student Activities Office Assistant 08/2013 to 12/2014 Company Name City , State

Helped organized activities in the University's Campus. Worked with other Universities to create combined events. Assisted clubs and organizations for sponsored activities volunteering opportunities

Education

High School Diploma : General 2013 Rota High School City , State

Bachelor of Arts : Elementary Education 2017 University of Portland City , State

University of Portland Student. Majoring in Elementary Education, Class of 2017. ARMY ROTC. Kappa Delta Pi Honor Society Officer.

Affiliations

Portland Helping Hands and Family Homeless Shelter

Skills

Public Speaking, Student Involvement, and Organizational