

## ASSISTANT TEACHER

### Summary

Teacher's Aide who has lovingly taught 8 children, ages 0 through 18 months. Thorough in guiding children through a variety of daily activities and making sure the curriculum is age-appropriate and fun. Dependable and reliable worked others shifts when they couldn't make it to work.

### Highlights

- Charting and recordkeeping
- Child abuse prevention
- Understands developmental disorders
- Active listener
- First aid certificate
- Basic clerical knowledge
- Reliable and punctual
- Friendly
- Cheerful and energetic
- Teamwork oriented
- Housekeeping

### Experience

#### Assistant Teacher

November 2014 to October 2015 Company Name - City , State

- Assistant Teacher Sanitized all toys and play areas daily.
- Maintained a safe, clean and constantly supervised play environment.
- Supported children's emotional and social development with one-on-one attention.
- Prepared, served and cleaned up daily meals for 8 children.
- Used read-aloud time and alphabet games to promote early literacy.
- Used clear communication and professionalism to develop constructive relationships with families.
- Clearly communicated to children in developmentally appropriate way.
- Carefully supervised children in play area.
- Instructed children in health and personal habits including eating, resting and toilet habits.

#### Cashier, Hostess, Salad Bar Person

November 2006 to January 2009 Company Name - City , State

- Accepted payment from customers and made change as necessary.
- Assisted diners with seating as needed
- Assisted co-workers.
- Cleaned and prepared various foods for cooking or serving
- Cleaned bars, work areas, and tables
- Cleaned and maintained the beverage area, display cases, equipment, and order transaction area
- Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash
- Greeted customers in the restaurant or drive-thru, took and rang up orders, handled payment and thanked customers
- Performed serving, cleaning, and stocking duties in establishments
- Prepared coffee-based and other beverages on request; serve prepared pastries and other food items
- Used all food handling standards
- Washed, peeled, cut, and seeded fruits and vegetables
- Compiled and maintained records of food use and expenditures
- Prepared the buffet and salad bar for dinner service.
- Continually kept carpets and floor clear of debris.
- Received frequent customer compliments for going above and beyond normal duties.

#### Cashier, Hostess, Salad Bar Person

July 2004 to September 2006 Company Name - City , State

- Accepted payment from customers and made change as necessary.
- Assisted co-workers.

- Assisted diners with seating as needed
- Cleaned and maintained the beverage area, display cases, equipment, and order transaction area
- Cleaned and prepared various foods for cooking or serving
- Cleaned bars, work areas, and tables
- Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash
- Greeted customers in the restaurant or drive-thru, took and rang up orders, handled payment and thanked customers
- Greeted guests and sat them at tables or in waiting areas
- Kept drink stations clean and ready for service
- Prepared coffee-based and other beverages on request; serve prepared pastries and other food items
- Prepared food items such as sandwiches, salads, soups, and beverages
- Stocked supplies in serving stations, cupboards, refrigerators, and salad bars
- Stored clean equipment and utensils
- Used all food handling standards
- Washed, peeled, cut, and seeded fruits and vegetables
- Communicated with customers regarding orders, comments, and complaints
- Compiled and maintained records of food use and expenditures
- Provided customers with product details, such as coffee blend and preparation descriptions
- Prepared the buffet and salad bar for dinner service.
- Continually kept carpets and floor clear of debris.
- Maintained a professional tone at all times, including during peak rush hours.
- Received frequent customer compliments for going above and beyond normal duties.

Owner, receptionist, Sales

April 2001 to December 2003 Company Name - City , State

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Maintained the front desk and reception area in a neat and organized fashion.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Issued 8 paychecks to vendors and suppliers on a bi-weekly basis.
- Handled cash and deposits using the proper accounting procedures and documentation.
- 3years of office experience.
- Addressed negative customer feedback immediately.Kept records of room availability and guests' accounts, manually or using computers.
- Kept records of room availability and guests' accounts, manually or using computers.
- Monitored daily banking transactions.
- Worked quickly and efficiently, with minimal oversight, to accomplish assigned duties.
- Recommended and helped customers select merchandise based on their needs.
- Exchanged returned merchandise for customers quickly and efficiently.
- Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments
- .Demonstrated that customers come first by serving them with a sense of urgency.
- Maintained friendly and professional customer interactions.
- Worked as a team member to provide the highest level of service to customers.

Education

Associate of Science : Computer Information Science AS , 2017 Everest University Online - City , State , US

Recipient of Zenith Grant,

Social Work University of North Dakota - City , State

I got Credits and I finished most of my Liberals 08/2012 - 05/2014 I did alot of classes for Social Work

Business Northland Community and Technical College - City , State

I took alot of classes for Office Assistant and did Liberals too. 08/2008 - 05/2014

## Skills

- People skills
- enthusiastic people person,
- problem-solving
- organizational skills