Profile

I am motivated, have excellent organizational skills, and possess unshakable integrity.   A collaborative team player, I am computer savvy, communicative and consistent, and excel in time management-skills—all of which have been indispensable throughout my work history.   I am also a solution-oriented thinker, logical and creative—useful, especially in problem solving scenarios.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * General Office Skills * Librarian * Computer Savvy * Front-Office Operations * Typing Speed-60+wpm | * Personal Assistant * Data Entry * Help Desk * Cashier * Child Care/Adult Care | * After School Teacher * Customer Service * Bookkeeping * Sales/Retail * Scheduling |

Employment History

CITY OF HILLSBORO/ HP&R –Hillsboro, OR

Site Coordinator, 10/2010 to 6/2011

**Duties**: provided and designed after school activities for school-aged children, diffused conflicts, helped with homework, encouraged critical thinking, and solved problems

CHAMPIONS–Beaverton, OR

Site Teacher/Director, 6/2006-10/2010

**Duties**: provided and designed after school activities for school-aged children, diffused conflicts, helped with homework, encouraged critical thinking, and solved problems

ALTERNATIVE SERVICES INC.–Portland, OR

Care taker, 6/2005-6/2006

**Duties:** Maintained a safe and nurturing environment for autistic adolescents and/or disabled adults

EMPLOYMENT RECRUTING AGENCIES–Portland, OR; Larkspur, CA; San Rafael, CA; Los Angeles, CA

Temporary Employee, 11/2001-6/2005

**Duties**: clerical & reception, personal assistant, and banking

WHOLEFOODS MARKET–San Rafael, CA

Cashier/sub for other departments, 4/2001-11/2001

**Duties:** cashier, restocking/pricing/organizing shelves, pulling merchandise off shelves, bagging groceries or merchandise, helping customers locate merchandise and offering purchasing suggestions

DOMINICAN UNIVERSITY OF CALIFORNIA–San Rafael, CA

Library Assistant, 1/1999-5/2001

**Duties:** Circulation Desk, Back End Production, Computer Help Desk

Education

GRAND CANYON UNIVERSITY– *Distant Learning* MA: Education, 2004-2006 GPA: 3.7

UNIVERSITY OF PHOENIX– *Distant Learning* MA: Organizational Business Mgmt, 2001-2003 GPA: 3.44

DOMINICAN UNIVERSITY–*San Rafael, CA* BA: Humanities, 1999-2001 GPA: 3.0