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| Rachel Specht | | |
|  | 13417 NE 49th St | Vancouver, WA 98682 | 503-927-7725 | rmspecht@yahoo.com | |
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| Skills Profile | | |
| * Type 55 wpm * Customer service skills in answering phones and greeting people * Experience with Microsoft Suite * Excellent knowledge using the internet * Ability to multi-task * Experience managing small groups of staff for efficiency | | |
| Employment History | | |
| School Age Teacher, Country Friends Daycare | | 9/1/2010 — present |
| Vancouver, WA   * Working with the public and assisting them * Cleaning facilities (bathrooms, classrooms, eating space) * Microsoft Office program experience * Communicate with parents of students, co-workers, and management about issues * Answering the telephone and greeting parents * Serving food (snacks and lunch) * Closing down the building (including locking up and ensuring the building was empty) | | |
| Summer Camp Counselor/Kindergarten Teacher, YMCA | | 6/1/2010 — 9/1/2010 |
| Beaverton, OR   * Creating flyers to advertise events * Planning activities for field trips * Answering a multi-line phone, directing phone calls * Making copies and packets for classroom use * Cleaning facilities (bathrooms, classrooms, eating space) * Communicate with parents of students, co-workers, and management about issues * Serving meals (breakfast, snacks, lunch) | | |
| Personal Assistant, J&A Northwest | | 1/1/2010 — 8/1/2010 |
| Aloha, OR   * Handling and organizing paperwork in an office * Transporting and running errands * Stocking inventory and tracking orders * Picking up/ Dropping off of packages | | |
| Kindergarten Teacher/ Summer Camp Assistant Director, YMCA | | 8/1/2007 — 12/1/2009 |
| Beaverton, OR   * Management of up to six counselors for scheduling and planning * Distribute and collect paperwork for children attending * Organized a student store for a fundraiser * Attended meetings on a regular basis and reported to the main office * Taking inventory of student store items for ordering * Counting cash at the end of the day and keeping record of profit * Communicate with parents of students, co-workers, and management about issues * Planning activities for field trips * Answering multi-line phone, directing phone calls * Microsoft Office program experience * Creating flyers to advertise events * Cleaning facilities (bathrooms, classrooms, eating space) * Opening and Closing procedure of the building | | |
| Education | | |
| Bachelor of Science in Liberal Studies, Portland State University 2006 - 2010 | | |