Kerry Alice Tucker

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My objective is to find employment in an office setting. I am an up beat, hard working individual; I have a lot of experience working in a variety of setting, and excellent references.

RELEVENT EXPERIENCE:

**Brance Digital**

***Office Assistant****/* ***Childcare Provider***

August 2011-February 2012

•Assisted in maintaining accounting records using QuickBooks software.

•Contacted customers to schedule appointments, review pricing and budgeting information and

ensure customer satisfaction.

•Developed customer appreciation program of sending thank you cards and gifts to dedicated

customers.

•Provided before and after school childcare for three children ages 4, 7, and 9.

**Alvarez and Associates, Takoma Park MD**

***Administrative Assistant/Intern***

June-August 2011

•Maintained account records using Excel software including monthly income statements,

expenses reports, and tax deductions

•Assisted in the organization of a receptions for scientists, journalists, and academics.

•Answered phones, received delivered messages, and maintained the cleanliness of the working

space.

•Managed mail correspondence.

**Markham Children's Care, Markham Elementary, Portland OR**

***3rd, 4th, & 5th Grade Lead Instructor for non-profit before and after school program.***

## January 2007- July 2009

•Developed and implemented afterschool curriculum and assisted in program planning.

•Facilitated and maintained communication between the staff, students, and parents to guarantee

the highest program standards.

•Supervised children on field trips that utilized public transportation to access events and

locations.

•Assisted students in completing homework and setting educational goals.

•Ensured that licensing standards were maintained at all times.

**Kidscorner of The Portland Jewish Academy, Portland OR**

***Teacher's Aide***

**Vermont Hills Childhood Learning Center, Portland OR**

***Substitute Teacher's Aide***

September 2005-June 2006

•Supported educational staff, program goals and mission, created and implemented daily curriculum, and supervised children in-group environment.

•Facilitated conflict resolution with student and maintaining communication between families and staff. Provided a fun and enriching environment that engages children and maintain high program standards.

**Countrywide Financial, San Francisco Bay area offices**

***Administrative Assistant***

August 2002-November 2004

•Facilitated communication between realtors, customers, and Countrywide Financial.

•Assisted potential customers with providing documents.

•Answered phones, made copies, and filed documents.

OTHER WORK EXPERIENCE:

**Childcare Provider**

***Summer Nanny***

Summer 2006

•Provided summer childcare for two boys ages four and six years old.

•Completed light housekeeping tasks.

**Childcare Provider**

***Nanny for three children***

September 2006-May 2007

•Provided care for three children ages two, five, and seven.

•Transported older children to and from school.

•Completed household tasks such as grocery shopping and laundry.

**Christophe’s Bar and Grill, NW Washington, DC**

***Hostess and Wait Staff***

October 2004- June 2005

•Serving experience in fast paced environment.

•Worked a verity of shifts including early morning and weekends.

•Other responsibilities included seating customers, taking and serving food and drink orders, answering phones, handling to-go orders, preparing drinks/salads/soups and served as a cashier.

**Army Ranger Surplus, Wheaton, MD**

***Cashier and Sales Associate***

January 2004- September 2005

•Operated a cash register and inventory management system.

•Provided excellent customers service.

•Worked as part of a team to ensure the store operated at its best.

EDUCATION:

•High School Diploma, Emerson Preparatory School, Washington, DC

•Associates Degree of General Studies, Portland Community College 2012

In addition to the general course work I completed for my degree the number of my elective credits are in under division business including; accounting, payroll, and excel.

•Microsoft Office Suite products

•QuickBooks Software

•Familiar with both mac and pc operating systems