

CHRISTAN CAUM

3017 Azalea Blossom Dr, Plant City, FL 33567 • (813) 990-7668 • christancaum1@gmail.com

Professional Summary

Proven expertise in vocational support and career planning demonstrated during 2 years of related experience. Experienced in being an advocate for each client and managing referrals for program assistance. Ideally, a position where I am able to excel with my skills would be a position where I can independently meet companies goals from a position where I'm able to work from home with a position as an Evaluator, Rater, or Analyst.

Skills

- Welcoming guests
- Hospitality services
- Supervision
- Classroom instruction
- Multitasking and prioritization
- Technologically savvy
- PC proficient
- Have 100+ WPM typing speed
- Multitasking ability
- Project coordination
- Efficient and accurate
- Issues resolution
- Business growth and retention

Work History

Receptionist/Office Assistant, 01/2018 to Current

Newton's HomeCare Inc – Plant City, FL

- Manage office duties that involve organizing files, entering company data and handle social media platforms for the company's brand.
- Answered inquiries and resolved or escalated issues to management personnel to ensure client satisfaction.
- Provided clerical support to various amounts of company employees by copying, faxing and filing documents.
- Kept reception area clean and neat to give visitors positive first impression.
- Assisted internal staff with clerical and administrative needs to maximize efficiency and team productivity.
- Oversee over 20 mentally disabled students daily.

Direct Support Supervisor, 04/2017 to 12/2017

Climb INC – Sierra Madre, CA, CA

- Maintained thorough and accurate records outlining program operations and participant progress.
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.

- Developed exceptional attendance record with special attention to punctuality and preparation to work upon arrival.
- Created communication strategies to meet over 15 client objectives.

Social Media Evaluator, 06/2015 to 07/2015

Facebook – Rosemead, CA

- Helped clients develop website portals and social media pages to promote businesses.
- Performed in-depth competitor reviews to check competitor activities with ad placement, keyword use, placement bids and landing pages.
- Monitored over 20 social media and online sources for industry trends.

Education

Associate: Computer Programming and Analysis, 2021

Hillsborough Community College - Plant City, FL

High School Diploma: June 2015

Belmont High School/California Virtual Academy - Los Angeles, CA