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# CHRISTYN GARCIA

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## PROFESSIONAL PROFILE

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Talented and versatile professional with extensive experience in Education, Business Management, Administration and Customer Service. Dedicated, focused, and excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Currently attending a Full Stack Software Development Bootcamp through UT Austin and upon graduation, will be seeking a position within an organization where my skills and experience will be both valued and utilized.

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## EDUCATION

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**Full Stack Software Development Certification:** Expected in 09/2021

**University of Texas At Austin** - Austin, TX

**English Literature and Human Resources Major**

**Stephen F. Austin State University** - Nacogdoches, TX

**High School Diploma:** 2010

**Dr. Ralph H. Poteet High School** - Mesquite, TX

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## CORE COMPETENCIES

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|------------------------------------|---------------------------|
| • Education & Tutoring             | • Customer Service        |
| • Resume/CV Writing                | • Administrative Support  |
| • Business Management & Operations | • Marketing & Advertising |
| • Data Entry                       | • Website Management      |

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## PROFESSIONAL EXPERIENCE

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**Teacher**, 02/2016 to Current

**Rush Creek Christian Academy** – Arlington, TX

- Creates lesson plans in accordance with state curriculum and school-wide curriculum standards.
- Establishes positive relationships with students, parents, fellow teachers and school administrators.
- Differentiates instruction according to student ability and skill level.
- Sets and communicates ground rules for classroom based on respect and personal responsibility.
- Maintains articulate and detailed student and classroom records.

**Owner/Resume Writer**, 06/2010 to Current

**CE Sandusky Resumes, LLC** – Arlington, TX

- Skillfully crafts unique and original resumes according to customer specifications.
- Provides professional critique and offers suggestions to enhance pre-created resumes.
- Performs outbound and receives inbound calls from clients regarding resume services.
- Proofreads and reviews all print and electronic content for correct grammar and adherence to house style.
- Markets and advertises services through a variety of social media and internet services.

**Administrative Assistant/Customer Service Rep**, 03/2011 to 06/2013

**Alliance Home Security**

- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Designed electronic file systems and maintained electronic and paper files.
- Organized files, developed spreadsheets, faxed reports and scanned documents.

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## SOFTWARE

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- HTML, CSS, JavaScript, JQuery
- Microsoft Office, Outlook, Google Docs, Quickbooks
- Typing 60-75 WPM

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## REFERENCES

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References Available Upon Request