

Meghan Wood

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Professional Summary

I am highly organized, work very well with others and am always open to constructive feedback, constantly seeking how to improve. With my many leadership qualities, I am eager and excited to gain new job experience and grow with your company.

Authorized to work in the US for any employer

Work Experience

Bookkeeper

Private Family-Remote

February 2023 to October 2023

I worked as a bookkeeper for a private consulting company. While in that position I was responsible for maintaining accurate financial records by recording daily transactions using Quickbooks software. I managed accounts payable and receivable, reconciled bank statements, and ensured timely processing of invoices and payments.

EP and Special Events Coordinator/ Dispatcher

GSG Protective Services-Lawndale, CA

June 2022 to February 2023

I began working with this company in their dispatch center closing monitoring video surveillance as well as providing customer service to our clients as well as our employees. I currently work for GSG Protective Services as their scheduling coordinator for the entertainment branch. I contribute to all aspects of the company starting with insuring that I work closely with our clients and account managers to provide the best services possible. I manage 150 officers and 15 of our studios sites ensuring all day to day operations run smooth and problems solve any issues that arise.

Nanny/Caregiver

Independent Family-Marina del Rey, CA

August 2021 to June 2022

I was employed as a nanny/caregiver for a 3 year old girl working to fulfill her everyday needs. This job has encouraged me to apply patience and strong communication in highly emotional and stressful situations as well as teach her life skills.

Shift Leader

Jersey Mike's Subs-Hawthorne, CA

February 2021 to May 2021

I worked all aspects of the job. I started out making the sandwiches and memorizing the entire menu. I then worked my way up to the cash register where I interacted with customers. Management appreciated the responsibility I showed everyday at work and began to train me to be a shift lead. As shift lead I showed up at 7am to open the store, as well as help train new employees on the day to day duties.

Volunteer Work

This Is The Place Heritage Park-Salt Lake City, UT

January 2019 to December 2020

- Maintained the property and landscape
- Prepared and cleaned for various events (i.e weddings, services)
- Cared for all animals

Organizational assistant

Jackson Family Wines-Santa Rosa, CA

June 2018 to August 2018

As a summer job, I alphabetized and organized all of the employee files, shredded confidential documents and input the new employee files into the computer system.

Volunteer Work

Brush Creek Nursery School-Santa Rosa, CA

January 2015 to March 2015

- Responsible for the safety and wellbeing of all students
- Supervised children three to five years of age
- Oversaw and organized all classroom activities

Education

High school diploma or GED

Santa Rosa, CA

Skills

- Customer Service
- Childcare
- Time Management
- Organizational Skills
- Communications
- Math
- Leadership Experience
- Nannying
- Teamwork
- Babysitting
- Meal Preparation
- Toddler Care

Certifications and Licenses

GED

Food Handler Certification