

OBJECTIVE

To provide excellent service, support, and organizational skills to those in need

SUMMARY OF QUALIFICATIONS

- Microsoft Office
- Administrative duties
- Scheduling/coordinating
- Babysitting
- CPR/First Aid Certified

EMPLOYMENT HISTORY

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| 2024 | Babysitting through SitterCity App <ul style="list-style-type: none">• Currently CPR/First Aid Certified for all ages• Background check - cleared every 90 days• Care for two to three children in their own homes• Light meal preparation• Conduct bedtime routines according to parent instruction |
| 2018-Present | Homemaker <ul style="list-style-type: none">• Raising my own posterity and taking names• Running a 24-7 kitchen and creating culinary masterpieces• Overseeing and assisting with homework and reading assignments• Initiating routines according to specific needs• Teaching the ways of the world to the next generation of brilliant minds• Loving every minute of it...most every minute |
| 2014-2018 | Mt. Playmore, Austin, TX
Administrative Assistant/Girl Friday <ul style="list-style-type: none">• Right hand to general manager• Administrative tasks/filing/cash handling• HR duties – onboarding, paperwork, background checks, scheduling• Posted job ads, initial weeding of resumes• Scheduled interviews, email/phone correspondence• File updating and maintenance• Employee handbook and non-government paperwork – editing/creating• Bookkeeping with Quickbooks; reconciled accounts• Wrote a bi-weekly company newsletter |
| 2013-2014 | Inter State Studio & Publishing Co., Maryland Heights, MO
School Photographer <ul style="list-style-type: none">• Communicated with students and faculty face-to-face• Followed detailed, daily checklists to set up and tear down equipment• Took photographs considering strict posing guidelines and time restrictions• Accounted for all equipment and properly filled-out paperwork• Worked independently |

EDUCATION

Graduated – December 2012

- University of Missouri-St. Louis
- Bachelor of Arts degree in Liberal Studies: photography and art history
- 3.7 GPA (4.0 scale)

ACHIEVEMENTS

- Member of Phi Theta Kappa (International Honor Society)
- Dean's List
- "Best of the Best" winner, Fall 2013 (Regional photography contest)
- Currently surviving motherhood