

Jessica Cerez

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Objective:

To secure a position in your office that allows me to utilize my unique skills and allows me a career in which I can excel.

Experience:

[Assistant Director/ Lead Preschool Teacher]

[September, 2008- Present] [Stimulations Preschool], [Monson, MA 01057]

My time at the preschool is split in half between teaching and administrative duties. 50% of the time I am working with the children in the classroom. The other 50% of the time I am doing directorial duties such as:

- Writing monthly newsletters and creating weekly plan sheets
- Answering phones, scheduling meetings, directing tours of school
- Maintaining paperwork
- Payroll and banking
- Creating and updating the school's website

[Administrative Assistant]

[July, 2007- August, 2008] [Temple Beth El], [Springfield, MA 01108]

Working at the Temple I was in charge of the daily in and outs as well as assisting the Executive Director, the Rabbi, the Hazzan, and the Ritual Director. My daily duties included:

- Answering multiple phone lines
- Editing, assembling, and updating the mailing list for the monthly newsletters
- Editing the weekly bulletin
- Maintaining congregants files
- Updating the Temple's website

[Group Leader]

[September, 1997- Present] [Stimulations Preschool], [Monson, MA 01057]

When I started working at the preschool I was a group leader working with the elementary school aged children after school and during vacations. My duties included:

- Executing the lesson plans made by the class teacher
- Answering phones and working with parents
- Helping set up school functions
- Supervising children

Education:

[Springfield Technical Community College] [Springfield, MA 01102]
[September, 2009-Present]

[Framingham State College], [Framingham, MA 01701]
[September, 2003-December, 2004]

[Monson High School], [Monson, MA 01057]
[September, 1999-June, 2003]
[High School Diploma]

References available upon request.