|  |  |  |  |
| --- | --- | --- | --- |
|  | | Margaret Arnold |  |
|  | | 15 Albough Rd |  |
|  | | PO Box 115 |  |
|  | | Pleasant Valley, CT 06063 |  |
|  | | *Peg@danielarnold.net* |  |
|  | | 860-738-9332 |  |
|  | |  |  |
| **Objective:** | | To utilize my skills and experience in an office setting | |
|  | |  |  |
| **Profile:** | Current training in MS Office 2010 including Word, Excel, Outlook and Power Point | | |
|  | Experienced with Windows 2000,03, XP, Vista, 7 and 2010 | | |
|  | Excellent organizational skills, with meticulous attention to detail | | |
|  | Varied experience in office settings and customer service | | |
|  | Enthusiastic creative individual who enjoys helping people | | |
|  | Self-motivated, hardworking and conscientious | | |
|  | |  |  |
| **Employment History** | |  |  |
|  | |  |  |
| **Driscoll Family** | | *Nanny* | 10/2008 - present |
| Simsbury, CT | |  |  |
|  | | | |
| General mother’s duties including but not limited to: cleaning, laundry, cooking, sort and open mail, pay bills, errands, taxi, help with homework, bedtime rituals, games and fun | | | |
|  | |  |  |
| **Northwest CT YMCA** | | *Preschool Teacher* | 4/2007 – 10/2008 |
| Winsted, CT | |  |  |
|  | | | |
| Plan, implement and evaluate a developmentally appropriate curriculum | | | |
| Teach swimming and water safety lessons | | | |
|  | |  |  |
| **NWCT YMCA** | | *Receptionist* | 2/2006 – 10/2008 |
|  | | | |
| Sell memberships, enroll members in programs | | | |
| Answer busy phone lines, field questions | | | |
| Open and close facility as needed per shift | | | |
|  | |  |  |
| **Torrington Country Club** | | *Administrative Assistant* | 6/2003 – 11/2005 |
|  | | | |
| Open office and safe in AM | | | |
| Process tip percentages and make cash deposits | | | |
| Process A/R including allocation, data entry, and deposits | | | |
| Answer phone, screen and direct calls, take reservations and messages | | | |
| Create menus, event flyers and monthly newsletter | | | |
| Program menus into touch system registers daily | | | |
| Type documents for General Manager as needed | | | |
| Create and repair various form as needed | | | |
| **CNV HELP Inc./McAuliffe Manor** | | *Program Monitor* | 5/2001 – 6/2002 |
|  | |  |  |
| Office work in a fast paced setting, including preparation of statistical reports, set up and organize appointments, data entry in MS Word, Excel and Access | | | |
| Make journal entries for other staff to review, detailing all notable occurrences regarding phone records and issues amongst the residents during my shift | | | |
| Facilitate health care requests, working closely with APRN | | | |
| Count, re-order and distribute medications | | | |
| Transport clients to appointments and supervise their daily activities | | | |
|  | |  |  |
| **US Census Bureau** | | *Crew Leaders Assistant* | 2/2000 – 10/2000 |
|  | |  |  |
| Set up and navigate daily routes | | | |
| Interview residents, gaining co-operation of many non-compliant individuals | | | |
| Meet with crew members daily, guiding them through difficulties | | | |
|  | |  |  |
|  | |  |  |
| **Education** | |  |  |
|  | |  |  |
| QuickBooks Pro ’09 Certificate | | | NCCC |
| Office 2010 Certificate | | | NCCC |
| Accounting Fundamentals | | | NCCC |
| 12 Credits in Early Childhood Education | | | Care Courses, Inc. |
| Excel 2000 Level 2 Certificate | | | NCCC |
| MOS Certificate Word 2000 | | | NCCC |
| Tech express Certificate MS Office 2000 | | | NCCC |
| Home Health Aid Certificate | | | Mattatuck Community College |
| Accounting and Statistics | | | Westfield State University |
| 2 years Bookkeeping | | | Granby Memorial High School |
|  | |  |  |
|  | |  |  |
| **Community Activity** | |  |  |
|  | |  |  |
| Cub Scout Leader | |  |  |
| Assistant Brownie Leader | |  |  |
| Treasurer for Board of Trustees at Pleasant Valley UMC | | |  |