**Christa Nicole Taylor**

237A Main Street

East Windsor CT, 06088

(757) 650-7857

**Objective:  My objective is to obtain a position at your company where I can maximize my organizational skills, customer service, and training experience.   To utilize my computer skills, my ability to work well with people, and make a positive contribution to the company.**

**Education:**Lakeland High School: September 2005- June 2009

                     Tidewater Community College: Fall 2009-Spring 2011

**Employment: *New England Preschool Academy*10/2011-Present**

*Teacher*

       Teach basic motor skills

       Teach basic language skills

       Create a nurturing environment

***Sun City High Tech Tanning*08/2011-10/2011**

*Front Desk Receptionist*

       Greeting Clients

       Cleaning

       Answer phones

***Childtime Learning Center*04/2011-07/2011**

*Teacher*

       Teach motor skills

       Teach basic language skills

       Teach basic concepts

       Teaching artistic development

       Create a nurturing environment

***St. Paul’s Episcopal Church*04/2010-11/2010**

*Administrative Assistant*

       Answer phone calls

       Update members in ACS People Suite

       Use Microsoft Word, PowerPoint, Excel, and Outlook

       File and pay bills

***Apple Tree Learning Center*09/2009-11/2009**

*Teacher’s Aid*

       Teach motor skills

       Teach basic reading skills

       Teaching basic concepts

       Teaching artistic development

       Creating a nurturing environment

***Just For the Health of It, Inc*07/2008-02/2011**

*Volunteer*

       Answer phones

       Keep an updated client list in Quickbooks

       Run credit cards, checks, and cash payments

       Schedule appointments

**Skills:**Microsoft Office (Word, PowerPoint, Access, Excel), Quickbooks, and

                                    ACS People Suite, Intermediate American Sign Language.

**References:**Keith Emerson

St. Paul's Episcopal Church

Reverend

8043042061

Kathy Bass

Just for the Health of It, Inc

LMT, Business Owner

7572413149

Kerry Holmes

St. Paul's Episcopal Church

Sr. Warden

7574506100

Jonathan Hall

Bombardier

Aviation Electrician

7577391088