

# James G. Peterson

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**Career Objective:** to secure a full-time position in the education field of a school district that can utilize my experience and skills in support of teaching and learning while I also pursue a degree in education.

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## **Mountain Park Aquatic Center, Lifeguard, Gwinnett County Parks and Recreation Services, August 2007 to January 2012**

### **Responsibilities include:**

- Water Park Safety – Maintained lifeguard rotations and provided necessary support to patrons in need. Incidences have included a patron with a seizure, back boarding someone who hurt their back during a dive, and regular scrapes and cuts.
- Customer Service as Front Desk Attendant – Provided information to patrons, coordinated sign-ups and sales for recreational water activities, and answered phone calls. Additionally, I have been called to the front desk from the deck to use strong interpersonal skills to calm irate patrons. Used conflict resolution skills to break up a fight.
- Facility Sanitation – Maintained a clean facility for patrons and eliminated contaminations in order to provide a safe environment.

## **Work Experience**

### **SDDS INC. (Mapping Clerk in the Planning Department)**

**January 2012 to May 2012**

- Mapping Clerk – The main duty as a Map Clerk is to provide driving directions by constructing and creating maps and delivery routes for shipping companies to use, in order to successfully deliver yellow page books that businesses and residents utilize throughout the United States.
- Packaging – Accurately boxing up books and unused contractor maps once mapping job is completed so other departments throughout the SDDS building can use them when needed.
- Map Organization – Making sure each map project assigned to me is thoroughly organized and completed on time so I am able to turn it in to my supervisor for inspection before the contractor map and its delivery routes are handed off to the Post Office.

### **Bimbo Bakeries USA, Bread Production, May 2012-present**

#### **Responsibilities included:**

- Bread production – maintaining and running assigned machine while assisting other co-workers when help was needed at their assigned job/machine.
- Facility Sanitation – Maintained a clean work environment and eliminated food contamination.
- Entering certain data, such as bread and dough temperatures, along with other required data to provide the supervisor with the proper information that is needed.

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## **Education**

- One year of post high school studies through Georgia Gwinnett College

- High School Graduate, Class of 2010

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**Awards and Recognition**

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- Berkmar High School Swim Team, represented the school at the County meet for the team relay, 2009-2010
- Received a Work Force Ready certificate through Berkmar High School
- Received Future Business Leaders of America (FBLA) certification
- Received Distributive Education Club of America (DECA) certification

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**Other Skills**

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- Proficient using computers – adept with Microsoft products
- Work well under pressure
- Strong organizational and interpersonal skills
- Highly skilled in math
- Certified in CPR/AED by the American Red Cross since May 2007
- During High School gained knowledge and leadership skills relevant to the business field while participating in FBLA and DECA
- Detail-oriented
- Good judgment
- Good team player
- Problem-solving skills
- Effective communication and interpersonal skills
- Able to listen to verbal instructions