

Professional Profile

4 years of extensive non-profit experience including policy and compliance,

- Policies and Procedures
- Recruiting Volunteers
- Training Volunteers
- Event Planning
- Website Maintenance
- Member Communication

Professional Experience

Owner/Operator KA Cleaning

June. 2017 to Present

- Quoting job prices.
- Quality assurance
- Scheduling
- Bookkeeper

Teller for CS Bank

March 2023 to Present

- Deposits and Withdrawals

Veritas

July. 2018 to Sep. 2022

- Secretary** July 2018 to September 2022
- Coordinating all incoming students for the year.
 - Overseen board meetings and recorded meeting minutes.
 - Created and maintained web design.
 - Communication coordinator
 - Co-coordinator of scheduling
 - Team member of teachers and student policy infractions
 - Facilitated training seminars for volunteers

Homeschool Teacher

July. 2012 to Present

- Coordinating curriculum.
- Daily lesson planning and teaching 1st grade – 11th grade

FedEx Freight

May 2005 to Sep. 2009

- Accounts Payable** May 2005 to Sep. 2009
- Data entry
 - Customer Service

Certifications

- Associates Degree in Middle School Math and Science
- Pressuring Psychology Degree from JBU

