4159 Herman Ave.

Wyoming, MI 49509

616-530-7039

ruthaldrich1@gmail.com

Ruth Aldrich

|  |  |  |
| --- | --- | --- |
| Objective |  | To seek a position in an organization, in which I may serve and use my skill and experience, for the betterment of the organization. |
| Skills & Abilities |  | Organization, strong eye for detail, thoroughness, customer service, dependability, accuracy |
| Experience |  | Tri-unity christian school September 2006-December 2011   * Two years as Special Services Aid where academic support was given to learning disabled and emotionally impaired students * Four years as High School Administrative Assistant, where tasks were numerous and varied, while running a very busy school office * Gave direct oversight to all daily operations of school office * Scheduling * Coordinated all school events (graduation, homecoming, senior class trip, school retreats, etc.) * Gave leadership and oversight to groups of parent and student volunteers and to a part-time, paid receptionist * Recorded and maintained student records * Maintenance of school calendar and events * Ordered and purchased all school supplies * Composed and edited written and electronic correspondence * Handled financial records for multiple student groups * Gave direct assistance to high school principal and student life director * Daily interaction with teaching staff, parents and students * Trained in basic first aid and CPR certified  Grand Rapids First Church January 1994-September 2002   * Though this was an unpaid position, I had multiple responsibilities to maintain as the wife of an associate pastor in a very large church. * Organized youth group outings and retreats * Gave weekly office and administrative assistance * Coordinated 50+ weddings * Extensive experience in young adult and pre-marriage counseling  Rogers department store May 1992-May 1997   * Cashier and Sales Associate * Merchandising * Customer relations * Cash handling |
| Education |  | Grand Rapids Community college  * Course work in general studies * High school diploma – Rogers High School |
| Volunteer work |  | **TRI-UNITY CHRISTIAN SCHOOL, WEST SIDE CHRISTIAN SCHOOL, GLENWOOD ELEMENTARY SCHOOL, GRAND RAPIDS CATHOLIC CENTRAL HIGH SCHOOL**  July 2005-present   * Middle/high school library work consisting of sorting, shelving, and organizing materials as well as assisting students in finding personal reading and/or research materials * Read and screen new books for content and age appropriateness for English teachers and librarians at three different schools * Worked one-on-one with students in a reading program at Glenwood Elementary students to improve literacy |
| HOBBIES AND INTERESTS |  | * Avid reader * Proofreading * Keeping current with contemporary literature and trends * Family time |
| References |  | Ms. Mary wesley Teacher, Tri-unity Christian School  maryjowesley@gmail.com Ms. Tricia Kremke-hilgendorf Teacher, The Potter’s House  triciak@gmail.com |