**Mayrene Garcia**

**Milwaukee, WI 53210**

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**(414) 750-0492**

**Seeking a full-time permanent position with benefits that allows me to grow with a corporation, learn new skills as well as allowing me to use the skills I have learned throughout my work experience.**

**Authorized to work in the US for any employer**

**Work Experience**

**Assistant Teacher**

**Young Scholars Learning Academy**

**Pewaukee, WI**

**April 2018 to Present**

I run classroom when primary teacher is off, help with lesson plans,take care of up to 20 children and sometimes substituting in other classrooms. Helping with assessments and parental communication during pick ups and drop offs. While teaching pre k math and science, fine motor skills, creative art, writing, and other skills.

**BT technician WEAP**

**Milwaukee, WI**

**June 2017 to Present**

using different programs and 1 on 1 time with autistic children to help them complete personal lifestyle goals.

currently part time with little hours.

E commerce clerk

Pick n save - Greenfield, WI April 2018 to September 2018

Pick orders that customers place online stage them and get them prepared for pick up as well as loading up the items in vehicle.

Personal shopper.

**Machine Operator/Inspector**

**Profile Plastics**

**Jackson, WI**

**January 2016 to June 2017**

**Responsibilities:**

Cut appliques, mask parts for shipping, run machines and or inspect parts, final audits, assembly and packaging as well, and if there is down time we clean. I am used mainly as a floater being that I was trained in almost everything in factory.

Accomplishments

Still fairly new and its a small business, but since being here I've helped them make up a crew to begin a second shift in hopes of creating a stock of parts.

**Skills Used**

**Communication mainly, speed and also having a good eye for defects.**

**Shift Lead**

**Walgreens**

**Milwaukee, WI**

**January 2015 to August 2015**

**Responsibilities**

Balance out the safe, check in with previous shift leads/managers to see my tasks for the day, if opening store id disarm alarm system and enter in all drawers in registers for cashiers. Id make sure pharmacists signed in and had pharmacy keys and had store opened on time. If closing id balance out drawers at the end of the night as well as the safe, make sure pharmacy was closed properly, store was cleaned and organized and my workers were safely off the premises as well as alarm on, returns, customer complaints and refunds, filling prescriptions,Cleaning of entire store etc.

Accomplishments

little training in the pharmacy

**Skills Used**

**leadership/money handling/customer service**

**Scanner/packager**

**First Edge Solutions /Nissen staffing - Milwaukee, WI June 2014 to January 2015**

**Responsibilities**

**scan in orders into the system then properly place them in the correct bins, once the orders were completed and checked in into the system I'd then package them so they can be shipped out etc.**

**Accomplishments**

**learning lots of new things**

**Skills Used**

**computer skills/packaging**

**Machine Operator/Quality Inspector**

**Rexnord/ adecco staffing**

**Grafton, WI**

**January 2014 to June 2014**

**Responsibilities**

started off as a machine operator just getting parts off a press and boxing them or assembling them into orders for big companies. After about 2 months I started training as an auditor/inspector of the parts coming off the press as well as the final product before being shipped out to the customers/ companies.

Accomplishments

Moving up to a different position quickly.

**Skills Used**

**Lots of counting and paying close attention to very small details.**

**Crew Member/Cashier goodwill**

**Milwaukee, WI**

**June 2013 to January 2014**

**Responsibilities**

balance drawer, cashier, customer service, close store, organize retail items nicely, set up displays, take in donations etc.

**Skills Used**

**worked very well with people with special needs used lots of patience and communication.**

**Team Member/produce order/lil lead training Jimmy John's Gourmet Sandwiches**

**Milwaukee, WI**

**November 2011 to June 2013**

Responsibilities

Depended on my gm usually id run drive thru some times front register. Sometimes id answer phones, slice meats and cheese and produce, as well as unload truck alone, sign off on produce orders and put everything away. I delivery drove about 3 times as well as picked up bread and dropped off bread from other stores. I also opened and closed the store regularly etc.

Accomplishments

I began training and slowly began moving up in my job.

Skills Used leadership skills

Cashier Team Member

**KENTUCKY FRIED CHICKEN**

**Milwaukee, WI**

**July 2008 to January 2011**

cashier, customer service, stock, prepare and serve/pack food, clean, etc.

**Education**

**high school diploma**

**KILMER SOUTH ALTERNATIVE HIGHSCHOOL - Milwaukee, WI 2010**

**MILWAUKEE HIGHSCHOOL OF THE ARTS Milwaukee**

**November 2006 to June 2008**

**FRITSCHE MIDDLE SCHOOL**

**June 2006 to November 2006**

**JAMES WHITCOMB RILEY ELEMENTRY SCHOOL Milwaukee**

**June 2006**

**Skills**

**Introduction to early child hood, some computer and pos experience skills/ cash handling. CPR renewal in a week or two. Hardworking and punctual!, Child Care, Teacher Assistant, Childcare Provider, Early Childhood, teaching, customer service, cashier, retail sales, cpr**

**Certifications/Licenses**

**Driver's License**

**skills and strategies childcare certification**

**September 2018 to Present**

**introduction to the child care profession**

**October 2018 to Present**

**registry approved training teacher education.**

**pro first aid CPR/AED certification**

**September 2018 to September 2020**

**Additional Information**

**volunteered to help out a kindergarten class with homework etc. great baby sitter used to be a certified blue cross baby sitter.**

**Helped as a cleaner at two schools. Certified care giver in minnesota!**