**Anna watson**

**Anya.jwatson@gmail.com**

**OBJECTIVE**

Adaptable professional with over a decade of diverse experience spanning customer service, management, childcare, and healthcare. Seeking a dynamic position in executive or personal assistance, leveraging a well-established history of adaptability and excellence. Skilled at seamlessly blending various competencies to drive organizational success and contribute to a thriving work environment.

# **SKILLS**

* Expertise in Microsoft Suite, Google Workspace, Concur, QuickBooks
* Familiarity with project management platforms including Asana, and Trello
* Proficient in web design and development, creative image manipulation and enhancement (Adobe Creative Cloud)

# **EXPERIENCE**

**Personal Assistant | Childcare Expert | Art Enthusiast**

**Self-Employed, Plainsboro, NJ, June 2012 - Present**

* Applied positive behavior management techniques, facilitating rapid social and emotional development in children.
* Delivered top-tier care with efficiency for a diverse group of 12+ children, ages 6 months to 16 years.
* Spearheaded dynamic creative and athletic activities, resulting in accelerated educational development and notable test score improvements.

**Administrative Specialist | Certified Nursing Assistant (CNA)**

**Special Private Home Care, June 2021 - Present**

Administrative Specialist:

* Managed administrative tasks with precision and efficiency in healthcare settings.
* Handled documentation, scheduling, and communication to ensure the smooth functioning of the administrative side of healthcare operations.

Certified Nursing Assistant (CNA):

* Provided compassionate patient care with speed and attention to detail across diverse healthcare settings.
* Recorded vital signs, observations, and administered wound care with meticulous attention to detail.
* Recognized as a top-performing CNA, receiving offers for full-time positions at various healthcare facilities.

**Administrative Specialist | Studio Manager**

**Picture People, Princeton, NJ, February 2018 - January 2021**

* Successfully scheduled and managed over 15 daily photography sessions with efficiency.
* Mentored and trained new photographers promptly in camera equipment operation, studio lighting, and company-approved editing software.
* Meticulously reviewed final proofs, ensuring quality, and making timely adjustments before the final sale.

**Office Manager | Administrative Lead**

**Eclair Cafe, Plainsboro, NJ, September 2012 - March 2018**

* Executed vital business administration functions with precision—staff scheduling, payroll support, cash register management, and supply procurement.
* Led strategic meetings efficiently to drive sales and motivate the team.
* Played a pivotal role in rebranding the cafe swiftly with new designs and menus, recruiting new talent, leading to a management position offer due to unparalleled store success.

**Education:**

* BA Psychology, Rutgers University