

LAURA A. CLARK

Inglewood, CA 90304 - (909) 492-4963 - Lauraaclark63@gmail.com

WORK EXPERIENCE

Private, In-Home Nanny

Feb 2017-Present

- Function as primary caregiver for up to three children Monday through Friday, with an occasional Saturday date night; ensured employer's peace of mind by transporting children to school and all ABA therapy appointments; administered medication 3x daily to special-needs child; uphold standards as set forth by parents regarding safety, discipline, and household chores; act as teacher and tutor; oversee homework assignments/projects and provide help as needed; light housekeeping duties including but not limited to washing dishes, launder children's clothing and linens, clean and sanitize countertops and eating surfaces, sweep and mop all rooms of the house, in addition to general tidying and organizing

Professional Adult Caregiver

Sept. 2016-Feb 2017

- Assisted and managed care for adult with multiple sclerosis including activities of daily living (i.e. self-care tasks, personal hygiene and grooming); provided incontinence care, companionship, and hospice care

Private, In-Home Nanny

July 2014-March 2015

- Provided basic care for toddler and newborn, such as setting schedules, changing, feeding, and cleaning rooms and toys

Department Supervisor - Home Depot

Mar 2013-June 2014

- Developed and maintained strong business partnerships with internal and external partners to ensure that merchandise was optimally staged and ordering issues were promptly addressed; ensured all Safety Asset Protection standards and protocols were clearly communicated and followed; reviewed and reconciled sales, inventory and other reports as they relate to Key Performance Indicators for assigned department to maintain profitability, identify trends, define problems and develop and implement appropriate actions

Accounts Payable Clerk - Dupuis Investments

January 2010-March 2013

- Reconciled monthly payable accounts, processed payroll

Customer Service Representative - The Dow Chemical Company

April 1999-October 2007

- Executed troubleshooting procedures during freight train shipment discrepancies; managed approximately 250 customer accounts; acted as lead focal point for all transportation accounts

General Manager - Clarks One-Stop

January 1997- April 1999

- Oversaw the reconciliation of store profits and other controllable expenses including labor, and inventory levels; performed all aspects of employee management from hiring and training through retention and discharge

EDUCATION

Delta College

A.A., Business Administration, 1986

SKILLS

Microsoft Office (Excel, Word, PowerPoint), QuickBooks, Adobe Acrobat, SAP and RFMS