**Secquoyah A. Smith**

4890 North 63rd Street

Milwaukee, WI 53218

Home: (414) 394-7473

Business: (414) 475-8393

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**Objective**

As a professional with three years of experience in Milwaukee Public schools and 17 years in distribution centers. I’m seeking a career with a progressive organization where I can utilize my skills, knowledge and experience in supervisory for over 17 years and take on a challenging role that allows for advancement and growth.

**Education**

MATC Technical College, Milwaukee, WI

February 1984--MAY 1987

Business Management courses

University of Phoenix, Milwaukee, WI

April 2002-August 2007

BSB/M Bachelor Science of Business Management

**Professional Experience**

**Milwaukee Public Schools, Milwaukee, WI**

Substitute Teacher

April 2012- present

* Responsible for understanding students physical, social, emotional, moral, and cognitive

development

* Implement lesson plans for grades 9-12 cross-curricular classes
* Responsible for curriculum and lesson planning in long-term teaching assignments
* Communicate regularly with students, parents/guardians, colleagues, and administration to better address the needs of the students
* Work closely with students and colleagues to make instructional decisions and implement strategies
* Participate in staff professional development activities and trainings

**Kohl’s Distribution Center, Menomonee Falls, WI**

Assistant Supervisor

September 1992-February 2012

* Ability to perform tasks consistently and accurately
* Analyzes areas of opportunity and develops documents and assists associates of action plans.
* Meet daily with supervisor to discuss game plan.
* Maintain, compile and interpret data to produce /create records and reports.
* Working knowledge of Microsoft office windows

**Mayfair Mall Security, Wauwatosa, WI**

Public Safety officer

May 2005-2010

* Ensure safety of the mall
* Monitoring, training
* Assist in action plans

**Milwaukee Journal/Sentinel, Milwaukee, WI**

Customer Service Representative

June 1987-September 1995

* Handles escalated calls
* Ensure timely resolution to customer inquires