

Professional Objective:

Highly Motivated and Multilingual Individual seeking to obtain a position whereby my Organizational and Administrative skills will be utilized to promote company efficiency and productivity.

PROFESSIONAL EXPERIENCE

Clarksville-Montgomery County Schools - Clarksville, TN

(Mar 2016 - Present)

Educational Assistant

- ❖ Preparing Materials Requested by Teachers and Administration
- ❖ Collaborating With Teachers Concerning Daily Lesson Plans, & Student Responsibilities
- ❖ Supervising Students Throughout the School Building in the Absence of Teachers
- ❖ Using Computer Technology for Interactive Learning Activities and Student Learning Strategies

Food Service Worker

- ❖ Performing Routine Food Service Activities and Objectives Related to Serving Students and Staff
- ❖ Serving Quality Food Items in Accordance with State/Federal Health and Sanitation Regulations
- ❖ Exhibiting Professionalism, Communication and Interpersonal Skills in Day-to-Day Operations
- ❖ Detecting Spoilage and Quickly Removing Unattractive Food Items and Defective Supplies/Tools
- ❖ Applying Knowledge of Basic Technology in Collecting Payments and Cash Register Functions

Ross Dress for Less - Clarksville, TN

(Jul 2013 - Jul 2014)

Sales Associate

- ❖ Greeting Customers, Listening to Shopper's Needs & Making Knowledgeable Recommendations
- ❖ Creating Lasting Impressions on Customers and Meeting Company Sales Goals and Expectations
- ❖ Maintaining Cleanliness of the Department, Restocking Merchandise & Tidying Dressing Rooms
- ❖ Demonstrating Leadership and Team Effort in Collaborating with Team Members and Managers
- ❖ Facilitating Training for New and Current Employees and Working in a Fast-Paced Environment

Kelly Educational Staffing - Clarksville, TN

(Sept 2012 - Nov 2013)

Substitute Teacher

- ❖ Reviewing All Class Materials Assigned by the Teacher and Reinforcing Lessons with Students
- ❖ Maintaining a Safe, Clean and Nurturing Learning Environment and Managing Student Behavior
- ❖ Exhibiting a Cooperative Attitude While Working with All Students, Teachers & Administration
- ❖ Using Computer Technology for Interactive Learning Activities and Student Learning Strategies
- ❖ Chaperoning Students During Lunch, Class Changes and Locations Within the School Building

The University of Memphis - Memphis, TN

(Nov 2009 - Aug 2012)

Desk Assistant/Activities Assistant/Resident Advisor

- ❖ Serving in Several Capacities: Desk/Activities Assistant and Resident Advisor Over 3 Years Span
- ❖ Demonstrating Knowledge of Campus Information and Services to Assist Faculty and Students
- ❖ Managing & Hosting Conferences and Campus Activities and Working Closely with Facilitators
- ❖ Monitoring Campus Residents in the Living Quarters and Adhering to Campus Safety Protocol
- ❖ Preparing Maintenance Reports and Addressing Resident Concerns Using Surveys & Suggestions

EDUCATION

Grand Canyon University - Distance Learning (Earned 2016)

Master of Business Administration

Master of Science: Leadership

University of Memphis - Memphis, TN (Earned 2013)

Bachelor of Business Administration: International Business