

Resume 721

SUMMARY OF QUALIFICATIONS:

- Provides uncompromising highest standards of customer service to both internal and external customers, assisting individuals with their product/service requirements, offering solutions customized to individual needs, and resolving issues to their complete satisfaction
- Establishes rapport quickly with a diverse population, recognized for personal and professional integrity and collaborating to develop mutually beneficial solutions through interactions with teams and managers
- Empathetic, motivated and passionate about helping others, can adapt to meet needs of clients
- Dedicated employee, detail-oriented, and learns new systems quickly
- Strong communications, math, analytical, and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, and completes all projects on-time or ahead of schedule
- Familiar with using computers, Windows, MS Office, Internet research, and email.
- Works well independently or collaboratively in a team environment

PROFESSIONAL EXPERIENCE:

03/2018 – Present

Babysitter

Grand Island Family Residence

- Instruct and assist children in the development of health and personal habits, such as eating, resting, and toilet behavior
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues
- Help prepare and serve nutritionally balanced meals and snacks for children
- Assist with homework and provide tutoring when needed
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts

10/2018 – Present

Usher

Niagara Regional Theater Guild, Tonawanda, NY

- Greet patrons attending entertainment events
- Serve Refreshments
- Ensure aisles, walkways and designated seating areas are clear and safe
- Assist guests with locating exits and amenities

09/2021 – 11/2022

Work Study Program

Niagara County Community College, Sanborn, NY

- Supervise the distribution of donations for the food pantry
- Create displays for campus events and place them in designated areas around campus
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Operate office equipment, such as fax machines, copiers, or phone systems
- Utilize computers for research, data entry and to compose correspondence
- Collaborated with colleagues to organize college events

EDUCATION:

High School Diploma, June 2021

Lewiston-Porter Senior High School

Early Childhood Education II Certificate

Orleans/Niagara BOCES, Sanborn, NY