

Name Here

Address
City
phone
email

SUMMARY OF OFFICE SKILLS

- MS Word
- MS Excel
- WordPerfect
- Multi-line phones
- Type 45 w.p.m.
- Internet researching skills

EXPERIENCE

Business Support Services Self-employed April 2005 – present

- Provide office assistance services on a contractual basis to a multi-media company in the Bay Area. Assist with general office responsibilities including preparing spreadsheets, expense reports, data entry and filing.
- Provide child care services in San Jose on a contractual basis.

Assistant Head Start Teacher Philadelphia School District Sept. 1994 – Jan. 2005

- Developed education programs, i.e. weekly lesson plans, monthly themes and set class goals.
- Organized and trained parent volunteers.
- Researched programs, techniques and strategies aiding students' ability to learn and develop.

Camp Program Director North Philadelphia Visions July - Aug. 2001 and 2002

- Supervised 13 staff members.
- Managed payroll and financial records.
- Approved all safety procedures for campers and building security.
- Supervised daily operations of camp, i.e. classroom instructions, recreation plans, fieldtrip paper work, and food service.
- Managed camp vendors – received and verified shipments and supplies.

Administrative Assistant Teen Haven Ministries Jan. 1990 – Oct. 2004

- Managed over 1000 registrations for year-round camp including data entry and printing out invoices.
- Managed organization's database for mailings and camp registrations.
- Planned community events such as Christmas dinners, community clean-ups, and food distributions.
- Coordinated teams who participated in community renovation projects.
- General receptionist duties included quarterly bulk mailings, sending out camp registration forms and prayer letters.

EDUCATION

William Penn High School, High School Diploma, Philadelphia, Pennsylvania