

Name Here

Address
City, State ZIP
phone
email

OBJECTIVE

Seeking a position as an Administrative Assistant Receptionist where all my skills and knowledge can continue to be utilized to the highest level.

EXPERIENCE

April 2005 – present Bay Area, California

Business Support Services

- Provide office assistant services on a contract basis to a multi-media company in the Bay Area. Assist with general office responsibilities including preparing spreadsheets, data entry and filing.

April 2005 – present San Jose, California

Child Care Provider

- Provide high quality, stable and professional child care services on a contract basis.
- Teach social manners, provide recreational activities and prepare daily meals.

Sep. 1994 – Jan. 2005 Philadelphia School District, Philadelphia, PA

Assistant Head Start Teacher, *Public school system*

- 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.

July - Aug. 2001 and 2002 North Philadelphia Visions, Philadelphia, PA

Camp Program Director, *Day camp with extended hours*

- Delegated daily duties to and supervised staff and volunteers.
- Managed payroll, accountants receivable, payable 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.

Jan. 1990 – Oct. 2004 Teen Haven Ministries, Philadelphia, PA

Administrative Assistant, *Organization for at-risk youth*

- Managed registration.
- Managed database and mailings.
- Supervised/assisted in event plans.
- Assisted with renovation project.
- General receptionist duties.

EDUCATION

William Penn High School, Philadelphia, Pennsylvania

- High School Diploma,

SKILLS

- MS Word MS Excel Word Perfect Multi Line Phone