

Resume 406

OBJECTIVE

Highly-motivated professional to secure a position with your organization utilizing my extensive skills, training, education and experience.

SUMMARY OF QUALIFICATIONS

- Over 10 years' experience in education, sales and customer service, in retail, offering intelligent solutions/options depending on situational needs or preferences, assisting customers with their product/service selections, securing agreements and deposits, and resolving issues to their complete satisfaction
- Over 5 years' experience working individually and with groups of up to 14 three and four year olds supporting their emotional and social needs
- Capable of developing long and short term lesson plans based on curriculums that fulfill children's educational, developmental, cognitive and social needs. Setting the classroom up to reflect the lessons being taught.
- Strong communications, analytical, math, and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, detail-oriented, and completes all projects on-time or ahead of schedule
- Experienced using computers, Windows, MS Office, Internet research, and email
- Self-starter, works well independently or collaboratively in a team environment

PROFESSIONAL EXPERIENCE

06/20 – Current **Conductor / Tour Guide**

Cave of the Winds, Niagara Falls, NY

- Greet guests and take them on a tour of the Cave of the Winds as their guide.
- Explain and describe the history and background of the area of Niagara Falls.
- Distribute brochures, show audiovisual presentations, and explain establishment processes and operations at tour sites.
- Provide for physical safety of groups, performing such activities as providing first aid or directing emergency evacuations.

03/18 – 10/19 **Sales Photographer**

Magic Memories, Niagara Falls, NY

- Use traditional or digital cameras, along with a variety of equipment, such as tripods, filters, and flash attachments.
- Determine desired images and picture composition, selecting and adjusting subjects, equipment, and lighting to achieve desired effects.
- Manipulate and enhance scanned or digital images to create desired effects, using computers and specialized software.
- Review sets of photographs to select the best work.

07/16 – 10/19 **Photographer**

Picture People, Amherst, NY

- Adjust apertures, shutter speeds, and camera focus according to a combination of factors, such as lighting, field depth, subject motion, film type, and film speed.
- Transfer photographs to computers for editing, archiving, and electronic transmission.
- Test equipment prior to use to ensure that it is in good working order.
- Develop and print exposed film, using chemicals, touch-up tools, and developing and printing equipment.

06/11 – 6/15 **Head Teacher**

Ready to Grow, Niagara Falls, NY

- Confer with parents and staff to discuss educational activities and policies and students' behavioral or learning problems.
- Monitor students' progress and provide students and teachers with assistance in resolving any problems.
- Teach classes or courses or provide direct care to children.
- Determine the scope of educational program offerings and prepare drafts of program schedules and descriptions to estimate staffing and facility requirements.
- Set educational standards and goals and help establish policies, procedures, and programs to carry them out.

06/10 – 08/12

Activities / Residential Aide

YWCA of Niagara, Niagara Falls, NY

- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Lock doors and gates of entrances and exits to secure buildings.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

EDUCATION and TRAINING

▪ ***Vet Assistant Certification, Currently in Progress***

Animal Behavior College, Valencia, CA

○ ***Animal CPR Certification***