PERSONAL STATEMENT

Highly experienced Customer Service professional. Comfortable in interacting with all levels of the organization and the public. Able to make decisions independently, proficient in prioritizing and completing tasks in a timely manner. A team player who is attentive to detail and competent to work in a fast-paced environment.

WORK EXPERIENCE

Sr. Child and Youth Program Assistant
ABC Corporation - March 2012 – March 2015

Responsibilities:
- Maintained control of and accounted for whereabouts and safety of children and youth.
- Assisted in providing and leading planned activities for program participants.
- Helped establish a program environment that promotes positive child and youth interactions with other children, youth, and adults.
- Helped prepare, arrange, and maintained indoor and outdoor activity areas and materials to accommodate daily schedule.
- Used and prepared curriculum/program materials and assists with developing a list of needed supplies and equipment.
- Interacted with children and youth using approved child guidance and youth development techniques.
- Supervised children and youth during daily schedule of indoor and outdoor activities, on field trips, outings, and special events.

Child And Youth Program Assistant
ABC Corporation - 2007 – 2012

Responsibilities:
- Responsible for the operation of the Child Youth Services (CYS).
- Assists in designing and implementing an Educational Program for youth 6-18 years of age.
- Plans, coordinates, and conducts activities.
- Ensures that all items used with the children are maintained in good condition and working order.
- Secures supplies, equipment, and facilities.
- Maintains control of and accounts for the whereabouts and safety of children and youth.
- Trains children/youth in use of equipment/software.

Education

Diploma - 2010(Northern Virginia Community College)