

Objective

Seeking a challenging opportunity to utilize my skills in program coordination and case management, and to use my training and experience in oral and written communication, organizational, and customer service skills to help contribute to the success of an organization.

Skills

Intermediate Spanish, Typing 50 Wpm. Experience With Microsoft Office Word, PowerPoint, Outlook, And Excel. Experience With Dropbox, Prezzi, And Google Docs. Proficient With PCs. Research. Telephone Etiquette.

Work Experience

Historical Interpreter

ABC Corporation - May 2012 – October 2012

- Led customers around the museum and shared facts about the Cherokee Indians with them.
- Conducts pre-developed historic education activities & programs and tours that include living history and heritage skills for adults, students and families.
- Learned a lot of information about the Cherokee culture and how to make their crafts.
- Assists with historic site / museum daily operations to include opening and closing of historic sites, gift shop operation, customer service.
- Assists historic programs staff with setting-up and preparing for historical education programs, classes and tours.
- Prepare workspace before and after each day for education activities.
- Ensures facility is secure and maintained before, during and following events, when applicable.

Historical Interpreter

Delta Corporation - 2007 – 2012

- Worked as part of a team to bring the lives of early settlers in Hall County to life.
- Performed basic upkeep on historical buildings.
- Taught historical trade skills (switchboard operation) to guests of the museum from all over the world.
- This is a summer only job.
- Offered analysis and answers for questions relating to the history and culture of the Creole people of the Natchitoches/Cane River area as well as .
- Operated gift shop and cash register and handled financial transactions, including purchases and tour payments.
- Operated phone in office area and scheduled tour groups, answered questions about business operations, and opened and closed site when supervisor was .

Education

Pursuing a BS in Computer Science - 2014(Athens State - Online)