

ROBERT SMITH

Asst. School Bus Aide

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Seeking a challenging and full-time position with potential for advancement within your company Abilities Customer service experience, computer literate, organized, multi-phone lines, dependable, cooperative, ability to multi-task, excellent communication skills, quick learner, ability to work independently as well as with others.

MARCH 2013 - JANUARY 2015

ASST. SCHOOL BUS AIDE - ABC CORPORATION

- Supervised student behavior on the school bus to ensure safe and secure travel for all students and passengers.
- Assisted wheelchair bound students or students with mobility restrictions on and off the bus.
- Ensured seats fitted with seatbelts that their seatbelts are appropriately fastened for the duration of the journey.
- Attended to the needs of individual students when necessary.
- Demonstrated a positive, caring and supportive attitude to students at all times, including, where appropriate, engaging students in conversation.
- Liaised with the driver on issues such as safety and comfort on the school bus, and working with the driver to ensure students are transported safely and in comfort.
- Wrote discipline referrals when necessary.

2011 - 2013

SCHOOL BUS AIDE - DELTA CORPORATION

- Assisted children in getting on and off the school bus; made sure they had seatbelts fastened.
- Keep order on bus.
- Assist unloading and loading wheelchair students Help students when needed.
- Assist young and/or disabled students to board and depart school busses carefully and safely.
- Assure that each child takes with him or her their own belongings when departing the bus.
- Ensures that the bus driver is never distracted from driving.
- Supervise students with physical and behavioral disabilities.

EDUCATION

Diploma in Digital Audio Production and Design - 2007(Living Arts College -

Raleigh, NC)

SKILLS

Interacting With Children, Data Entry, Customer Service, Keeping Financial Records.