

# ROBERT SMITH

## Preschool Teacher

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I have over 9 years of clerical experience. I have the ability to multi-task while keeping an office organized. I work well with others and independently.

## EXPERIENCE

### Preschool Teacher

#### YMCA - APRIL 2015 - PRESENT

- Responsible for opening up the Preschool every morning
- Preparing weekly lesson plans for various subjects.
- Performing several Science experiments on a Preschool level.
- Coordinating field trips during the school year and for summer.
- Differentiating instruction and tiered assignments for different student levels.
- Designing an organized the classroom by coordinating clear and consistent rules.
- Motivating students to learn by providing hands-on and fun activities.

### SECRETARY

#### Ganzer & Williams - JANUARY 2009 - MARCH 2015

- Read, analyzed, sorted and distributed incoming correspondence.
- Performed administrative functions including, but not limited to, team manager telephone coverage, business travel arrangements, file maintenance and calendar maintenance.
- Maintained the teams supplies, processed invoices, expense reports, and payment requests utilizing HPs online business application called Employee Expense Management(EEM).
- Reviewed and approved timesheets for all associates in the department.
- Coordinated the pre-hire process, implemented the onboarding and orientation and security requests for new hires.
- Provided administrative support for HR (i.e. E-Verify processing, Workers Compensation issues, new hire and termination paperwork).
- Proficient in Microsoft Office applications (Word, Excel, and PowerPoint).

## EDUCATION

- Cosmetology - November 2009 to September 2011(MARINELLO COSMETOLOGY SCHOOL - Stockton, CA )Some College in General Education - 2002 to 2004(SAN JOAQUIN DELTA COLLEGE STOCKTON - Stockton, CA )High School Diploma in General Education - 1998 to

## **SKILLS**

Child Care, Teacher Assistant, Early Childhood, Manufacturing, Creative Direction, Mentoring, And Psychology.