

TINA M. CARON

SKILLS & ABILITIES |

- Organized
- Ability to work as a team and independently
- Strong communication skills
- Grant writing experience
- Life skills job coach experience
- Insurance billing experience
- Leadership skills

EXPERIENCE |

CUSTOMER SERVICE REPRESENTATIVE GENERAL DYNAMICS IT
2010 - 2013

PARAPROFESSIONAL EUDORA HIGH SCHOOL
2006 - 2008

SUBSTITUTE TEACHER USD 287/290
2004

AFTER SCHOOL PROGRAM COORDINATOR OTTAWA MIDDLE SCHOOL
2004

FITNESS SUPERVISOR WITH INTERNSHIP-FITNESS PROGRAM OTTAWA
MIDDLE SCHOOL
2004

OFFICE SECRETARY OTTAWA MIDDLE SCHOOL
2004

ADMINISTRATIVE ASSISTANT DR. J.C. SOUTH D.C.
2001 - 2004

VOLUNTEER EXPERIENCE |

PERSONAL ASSISTANT SELF-EMPLOYED
2015 - PRESENT

DOG SITTER SELF-EMPLOYED
2012 – 2018

DAYCARE PROVIDER ASSISTANT IN-HOME DAYCARE PROVIDER
2014 - 2017

GIRL SCOUT LEADER GIRL SCOUTS OF AMERICA
1999 - 2004

EDUCATION |

OTTAWA UNIVERSITY, OTTAWA, KS
BACHELOR OF ARTS IN PHYSICAL EDUCATION
2005

NEOSHO COUNTY COMMUNITY COLLEGE, OTTAWA, KS
ASSOCIATE OF SCIENCE IN EDUCATION
2002

TINA M. CARON

Lawrence, KS 66049 | tinamariecaron@gmail.com | (785) 727-3111

REFERENCES | **BARB HEEB, RN**

(785) 760-3372

KRISTE MULLENIX, TEACHER
DEERFIELD ELEMENTARY SCHOOL

(785) 917-9587

HEATHER ODELL, DIRECTOR OF RESIDENT SERVICES
LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY

(785) 842-1533