

KAREN STONE

SUMMARY: I have worked in an elementary school library. My duties were shelving books, helping students find books, and occasionally checking out books. I worked as a teacher's assistant in a high school special education classroom. I primarily served as a mentor to students who used wheelchairs, augmentative communication devices, and other assistive technology. I was able to assist at meal times and in small group activities. I also helped with classroom chores (dishes, laundry) and clerical tasks. Most recently, I have worked in office settings doing shredding and providing clerical support such as data entry, filing, and organization of materials.

SKILLS:

- Sort mail
- Deliver mail
- Shredding
- Use an augmentative communication device to deliver messages
- Data entry
- Familiar with Microsoft Word and Excel
- Perform basic clerical tasks -- folding, labeling, collating, filing, copying, scanning

EDUCATION AND TRAINING:

High School Diploma – 1994 -- Lawrence High School - Lawrence, KS,

WORK EXPERIENCE:

Communities in Schools of Mid-America
1919 Delaware Street
Lawrence KS 66046
4/2/2018 – present – Data entry and clerical support

Cottonwood, Inc.
2801 W 31st St.
Lawrence KS 66047
9/10/2012 - present -- Production worker

Willow Domestic Violence Center
1920 Moodie Road
Lawrence KS 66046
5/7/2014 - 10/21/2017 -- clerical support

Stephens Real Estate
2701 W 6th St.
Lawrence KS 66049
10/15/2012 - 5/1/2014 -- Shredder

Jayhawk Credit Union
2901 Lakeview Road
Lawrence KS 66049
9/24/2010 - 5/1/2014 -- Shredder