

RAQUEL G

EXPERIENCE

JANUARY 2020 – MARCH 2020

ASSET SPECIALIST, TICKET BOAT

Buy tickets for various events from websites and data entry.

APRIL 2019 – JUNE 2019

ADMINISTRATIVE ASSISTANT, KEY STAFFING

Directing multiline phone calls, customer service, data entry, email, and other general office work

JULY 2015 – MAY 2017

SUBSTITUTE/LEAD TEACHER, KINGDROM KIDS DAYCARE

Work with children 2 weeks to 5 years, leading classroom activities as planned by director, supervise and interact with children in play based learning environment, assist with daily living skills such as diapering, feeding, toilet training, etc. Clean, break down, and set up as needed.

AUGUST 2015 – FEBRUARY 2016

PARAPROFESSIONAL, BLUE VALLEY USD #384

Assist with and lead preschool children with daily educational activities, assist with daily living skills, make and serve snacks, assist with room set-up and clean-up

EDUCATION

2002 - 2004

ASSOCIATES DEGREE IN SCIENCE, ALLEN COUNTY COMMUNITY COLLEGE

MAJOR: GERIATRICS/GENERAL SCIENCE

2007 – 2008 WASHBURN UNIVERSITY, STUDIES IN PHYSICAL EDUCATION

2014 – 2015 RASMUSSEN COLLEGE, STUDIES IN EARLY CHILDHOOD EDUCATION LEADERSHIP

SKILLS/ACTIVITIES

- CUSTOMER SERVICE
- GENERAL OFFICE SKILLS
- TYPING - 47+ WPM
- CPR/FIRST AIDE CERTIFIED
- FAST LEARNER
- FLEXIBLE
- HARD WORKING
- FORMER CUB SCOUT & GIRL SCOUT LEADER