

Jane Doe

1234 Jane Doe Boulevard, Jupiter, FL 55555 • Home: 555.555.5555 • janedoe@hotmail.com

A motivated team player with demonstrated administrative, communication and problem-solving skills. Over 20 years administrative, program coordination and teaching experience. Proven track record of improving profitability and work processes while motivating others to do the same. Stellar work ethic with the ability to foster positive and productive relationships with both staff and customers.

Highlighted Areas of Expertise:

- Detail Oriented
- Efficient at Multi-Tasking
- Effective Problem Solving
- Strong Work Ethic
- Project Management
- Excellent Communication Skills

Administrative and Bookkeeping Experience

Office Manager/Bookkeeper, Co-Owner

Forever Photography, Orlando, FL

2004 to Present

Provides photography services to over 40 corporate and private child care facilities including Bank of America, Citi Card, Florida Hospital Children's Academy and University of South Florida.

- Developed and implemented a strategic marketing program for this start-up business resulting in a 300% growth in client base, from 13 to 40 accounts, in four years.
- Created and manages an efficient process of recording, tracking and submitting up to 5,000 orders per year.
- Processes accounts receivable and payables, inclusive of recording batch payments as submitted by clients.
- Performs detailed bank reconciliations and maintains meticulous records in preparation of financial reports.
- Highly regarded by clients for providing a superior level of customer service and support.
- Effectively coordinates picture days at each location according to client specifications.
- Implemented a competitive strategy of delivering picture proofs to the client within one week of picture day.
- Efficiently coordinates picture day schedule and handles travel logistics for photography staff.

After School and Pre-School Instructor/Coordinator Experience

Lead Teacher Assistant

United Cerebral Palsy Child Development Center, Orlando, FL

2003 to 2004

- Designed, developed and implemented activities and educational instruction for children with special needs.

Pre-School Instructor

Alphabet Gang Child Care, Orlando, FL

1996 to 2003

- Created a student activities program to promote learning such as educational field trips.

Extended Day Program Coordinator and Substitute Teacher

Orange County Public Schools, Rolling Hills Elementary School, Orlando FL **1986 to 1996**

- Recognized by school principal as being directly responsible for the success of the Extended Day Program, which grew from 35 to 165 students.
- Appointed by the Community School Administrator as "Site Trainer," to provide education to Extended Day staff.
- Successfully managed before/after school and full day summer programs for elementary school children.
- Performed all bookkeeping duties for weekly student payments and entrusted with handling bank deposits.
- Concurrently provided services as a substitute teacher for one year from 1993 to 1994.
- Recognized by parents as providing superb care and educational opportunities to the children.
- Named as Advisory Committee Member for Extended Day and Off Campus Sites.

Computer Skills

~Proficient with Microsoft Word, Email and Internet Navigation~

Education and Training

Child Care Development Specialist Apprenticeship, Florida Department of Labor and Employment Security

Certified Substitute Teacher, Florida Division of Education

CPR and First Aid Certified, Red Cross

Participated in numerous workshops and seminars in childcare and management, Orange County Public Schools