

Objective Seeking a professional environment where I can utilize my knowledge and business skills. Striving for a position as an Administrative Assistant or Secretary. Flexibility allows me to learn new procedures quickly and adapt to different situations.

Experience **Library Assistant—Federal Work Study**

8/2022-Present WSU Tech Library

- Checking materials in and out
- Assist with printing needs
- Aid in Academic Success Clinics

Nursery Director

09/2017-Present Bethany United Methodist Church

- Working with staff and parents
- Scheduling of assistants
- Attendance and staff paperwork

Nursery Assistant

02/2017-09/17 Bethany United Methodist Church

- Maintaining a safe, clean work environment
- Provide snacks and drinks
- Child care

Court Runner

02/2008-10/2008 Kevin Smith Law Office Wichita, Ks

- Filing
- Making copies
- Taking documents to court
- Shredding

Center Assistant

01/2003-05/2004 Child Care Association, Wichita, Ks

- Answering phones/receiving faxes
- Filing and typing of notes
- Substitute for any position needed
- Computer related duties

Awards Most Dependable 2003
Above and beyond 2003

Education

WSU Tech, Wichita, Ks

Current Student 2023

- Business Administration, Associate of Applied Science
- 3.56 GPA

Cowley County Community College, Wichita, Ks

05/2004

- Childhood Development Associate
- 4.0 GPA