Ayana Gibson

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OBJECTIVE: To obtain an elementary education teaching position (Grades K-3)

HIGHLIGHTS OF QUALIFICATIONS

- Over three years customer service experience
- Familiar with a variety of office equipment
- Fingerprint Clearance Card: Expires: February, 2014
- Computer Skills: MS Word, Excel, PowerPoint, Publisher and Adobe Illustrator

RELEVANT EXPERIENCE

Youth Experience

- Provided extra assistance to Reading Specialist at Boulder Creek Elementary School, students grades K-6
- Assisted with after school tutoring and assisted children individually or in small groups to help them with reading, spelling, and grammar assignments to reinforce learning concepts presented by teachers
- Observed students' performance and recorded relevant data to assess reading progress
- Organized and labeled classroom materials
- Assisted with grading student tests and assignments
- Cared for and entertained children ages two through seven in their family home

Customer Service

- Greeted and welcomed customers at all places of employment
- Met with customers by telephone or in person in order to provide information about products and services and to take copy, stamp, invitation, binding, lamination, and other copy center orders at Office Max – Impress Department
- Kept customer work orders recording details of special orders and actions taken
- Determined charges for services, collected deposits, or arranged for billing
- Solicited sale of new or additional services or products
  Accomplishment: "***Specialist Award - 2010***" awarded by OfficeMax District Manager
  [Earned this award for high achievement in the Impress Department (Copy Center)]

EMPLOYMENT HISTORY

Copy Department Associate	Office Emporium- Impress, Phoenix, AZ	10/2010 to Present
Childcare (Ages 3 - 7)	Morales Family, Phoenix, AZ	01/2010 to Present
Sales Associate	T G & Y Stores, Phoenix, AZ	01/2010 to 05/2010
Childcare (Two year old)	Smith Family, Gallup, NM	07/2009 to 09/2009
Server	Pete's Restaurant, Gallup, NM	03/2008 to 08/2009

EDUCATION

Paradise Valley Community College, Phoenix, AZ, currently enrolled, GPA 3.5
Completed 11/60 credits toward Associate in Elementary Education Degree
Relevant Coursework: Introduction to Early Childhood Education

COMMUNITY SERVICE / EXTRA-CURRICULAR EXPERIENCE

PVCC Service Learning: Boulder Creek Elementary School, 30 hours, spring 2010
Future Teacher Conference, spring 2010