



# WELCOME TO MY JOURNEY OF LIFE

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# ALL ABOUT ME....

- ◉ I am a Senior at Kennesaw State University with an expected graduation date of May 2011. I am pursuing a B.S. in Psychology.
- ◉ My current occupation is being a MOM.
- ◉ I enjoy spending time caring for my son, and watching him grow into a bright little man.



# ALL ABOUT RICHARD....



# MY FUTURE GOALS....

- ◉ Is to go into the field of psychology and work with children that have behavioral and developmental disabilities.
- ◉ I also planned to start my own school and curriculum that would help these children educationally and prepare them functionally for society.

# MY EXPERIENCE...

## ◉ With Children

### ■ *Preschool Teacher Assistant*

- ◉ Have excellent communication skills to deliver and present learning effectively
- ◉ Can create an enthusiastic environment and make learning a happy journey among children
- ◉ Have creative and imaginative blend which helps in delivering lessons in a practical and interesting manner
- ◉ Have a caring attitude to attend to parents and children's needs and concern in time.

# MY EXPERIENCE....

## ◉ With Cliental

### ■ *Cashier*

- ◉ Developed and received rewards for excellent customer service
- ◉ Greeted customers, answered questions and provided directions
- ◉ Increased customer satisfaction by informing customers on discounts and sales
- ◉ Effectively communicated information, policies, and/or procedures in a manner easily understood by the customer
- ◉ Informed supervisor of all safety hazards and cleaned restrooms, swept, mopped floors, disposed of litter and debris when needed

# MY EXPERIENCE...

## ◉ In Management

### ■ *Administrative Assistant / Clerical Assistant*

- ◉ Managed office documentation
- ◉ Trained new hires
- ◉ Assisted supervisor with special projects
- ◉ Arrange conferences calls and meeting
- ◉ Maintained confidentiality of records and information
- ◉ Process client files and schedule appointments
- ◉ Maintain/run office in managers/owners absence



# MY QUALIFICATIONS....

- ◉ Work well without supervision
- ◉ Ability to prioritize and remain focused on the essence of an issue
- ◉ Excellent with customer support services
- ◉ Skilled at learning new concepts quickly while working well under pressure
- ◉ Conflict Resolution Training
- ◉ Microsoft Office Professionals: WORD, EXCEL, POWERPOINT, ACCESS,
- ◉ Excellent communication skills: written and oral, Customer Service skills



MY ACCOMPLISHMENT....



BEING MOM!!!!