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| ***Emily Dubon*** |

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|  | ***Professional Summary***  QUALIFICATION SUMMARY  Teacher assistant and head cashier in food, retail, and education service with over 4 years of experience in providing excellent customer service, handling daily accounts and maintaining inventory, acquiring effective interpersonal skills, and aiming to use knowledge to cultivate a positive and professional working environment with exceptional work ethic and dedication. Recognized as a hard worker, diligent student, with a cooperative, and enthusiastic attitude.  ***Work History***  AlphaBEST Education - Teacher Assistant   * Managed, led, and administered 4 educational group lessons and creative exercises in classroom setting of 40 students. * Strong interpersonal and communication abilities. * Helping children who need extra support to complete tasks. * Helping teachers to plan learning activities and complete records. * Cooperating with teachers to establish an increased professional, organized, educational, and safe environment. * Assisted in answering student questions, enabling the teacher to complete 98% of lesson plans on time.   Tikka Tandoor - Cashier   * Attentively monitoring food quality and service quality of orders being served. * Operated computer/cash register and enthusiastically accepted payments from customers. * Promoted customer satisfaction through personal interaction. * Managed over 50 customers per day. * Increased sales by 15%.   For Your Entertainment - Sales Associate   * Increased sales revenues by 20% over 1 year by promoting complementary products and educating customers about store promotions * Monitored cash intake and deposit records, increasing accuracy and reducing discrepancies * Generated repeat business through exceptional customer service and responded to customer concerns with friendly and knowledgeable service.   McDonalds Cashier   * Efficient problem solving and time management skills during rush hours. * Strong interpersonal and communication skills with customers and team members to establish clean and healthy work environment and ensure customer satisfaction. * Detailed knowledge of POS systems and working with finance. * Excellent knowledge cleanliness and serving food in compliance with hygienic regulations and procedures.   ***Volunteer Experience***  Library Assistant   * Collaborated with librarians and sorted books into their correct shelves and categories, and into correct order. * Organized circulation desk with over 500 books and periodicals to be checked out   Informational Night   * Checked in students and parents on event record and informed them about student experiences at Gar-field High School * Increased educational awareness through open and inviting communication.   Model UN Pager   * Helped organize Model UN convention through effective group teamwork and leadership. * Took initiative to tend to all student delegates, organizers, and guests to maintain orderly, clean, and efficient environment.   Medieval Festival   * Practice effective hygiene standard when helping set up equipment and gathering utensils and supplies needed for feast in preparation for festival * Demonstrated strong interpersonal when interacting with over 100 guests while serving drinks and meals.   Hampton Middle School - Student Parent Meeting Supervisor   * Supervised children through various activities throughout day and helped serve them water and donuts. * Managed over 70 students and established a safe educational environment.   Ghana Book Drive   * Prepared, labeled, taped, and sorted over 500 books in group setting could be shipped to children's library in Ghana. * Effective teamwork skills |  |  | |  |  | | --- | --- | |  | Emilydubon1@gmail.com | |  | 571-337-3255 | |  | Dale City, Virginia 22193 Dale City, Virginia 22193 | |  | [Bold Profile](https://bold.pro/my/emily%2Ddubon/756) |   ***Website, Portfolio, Profiles***   * https://emilycdubon17.wixsite.com/ibcp   ***Skills***   * Certified in Microsoft Office Word and Microsoft Office Excel. * Certified Nursing Assistant with over 40 hours of clinical experience * CPR Certified * Adhere to HIPAA * Check and monitor vital signs * Globally mindful attitude * Skilled in patient-provider interactions * Good bedside manner * Compassion and empathy * Patience * Good communication * Listening skills * Problem-solving * Critical thinking * Detail oriented * Ability to multitask * Works well in team dynamics * Certified in Microsoft Office Word and Microsoft Office Excel. * CPR Certified * Adhere to HIPAA * Check and monitor vital signs * Globally mindful attitude * Skilled in patient-provider interactions * Good bedside manner * Compassion and empathy * Patience * Good communication * Listening skills * Problem-solving * Critical thinking * Detail oriented * Ability to multitask * Works well in team dynamics     ***Education***  Gar-Field High School  Woodbridge, VA  IBCP Requirements: IB Personal and Professional Skills course  50 hours of community service Two courses relating to career field and learn a new language with provided evidence Adopt a globally mindful attitude and perspective  Gar-Field High School  Dale City, VA  High School Diploma  GPA: 3.786  IB Personal and Professional Skills, IB Career Related Program, Advanced Computer Math, and IB Theory of Knowledge  Northern Virginia Community College  Dale City, VA  Associates Degree : Health Science  GPA: 3.82  Nurse Aide Preparation Course (CNA) Nurse Assistant Certification  ***References***  **Store Manager at FYE, Chris Lopez:**  702-929-4254  **Area Manager at AlphaBEST Education, Perwin Alhakeem:**  703-743-4519  **Owner of Tikka Tandoor, Shivani Madda:**  201-993-9951 |  |
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