|  |
| --- |
| ***Emily Dubon*** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Professional Summary***QUALIFICATION SUMMARYTeacher 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-dubon/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 SchoolWoodbridge, VAIBCP Requirements: IB Personal and Professional Skills course50 hours of community service Two courses relating to career field and learn a new language with provided evidence Adopt a globally mindful attitude and perspectiveGar-Field High SchoolDale City, VAHigh School DiplomaGPA: 3.786IB Personal and Professional Skills, IB Career Related Program, Advanced Computer Math, and IB Theory of KnowledgeNorthern Virginia Community CollegeDale City, VAAssociates Degree : Health ScienceGPA: 3.82Nurse 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 |  |
|  |  |  |  |  |  |

.