

**Educational Support Specialist**

2017 – 2019

Company Name, City, State

- Provided academic support to 14 students, resulting in a 50% improvement in overall academic performance.
- Implemented personalized learning plans for students with diverse learning needs, resulting in increased test scores.
- Collaborated with teachers to develop and implement effective teaching strategies, leading to an increase in student participation and understanding.
- Conducted assessments and evaluations to identify students' strengths and areas for improvement, contributing to an increase in retention rates.

**Café Operations Leader**

2015 – 2017

Company Name, City, State

- Lead a team of baristas and cafe staff in delivering high-quality coffee and exceptional customer service.
- Managed daily cafe operations, including inventory management, ordering supplies, and maintaining cleanliness and safety standards.
- Developed and implemented training programs for new hires and ongoing development for existing team members.
- Analyzed sales data and customer feedback to identify opportunities for improvement and implement strategies to drive sales and customer satisfaction.

**Administrative Assistant**

2014 – 2015

Company Name, City, State

- Managed and maintained executive schedules, including scheduling meetings, coordinating travel arrangements, and handling correspondence.
- Improved office efficiency by implementing digital filing systems, resulting in a 75% reduction in paper waste.
- Facilitated seamless communication between departments, leading to an increase in interdepartmental collaboration.
- Assisted in organizing and coordinating company events, including fundraising ventures and community-based outreach.

**E D U C A T I O N   &   C E R T I F I C A T I O N S****Bachelor of Arts in Art Studies**

2020 – 2024

University Name, Location

**Associates Degree**

2018 – 2020

University Name, Location