

Sally Smith

Contact

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Education

Educational Assistant Diploma
Surrey Community College,
Surrey B.C.
August 2015 – June 2016

Certificates

- Basics to Admin Connect - 2020
- CIMS Web Financial and Admin Connect - 2020
- MYED Level 1 & 2 - 2020
- CPI / NON-VIOLENT CRISIS INTERVENTION (recertified 2018)
- WHMIS
- STANDARD FIRST AID / CPR / AED LEVEL C (recertified 2018)
- POPFASD – 2018
- POPARD - 2015

Skills

- Exceptional attention to detail.
- Strong organizational skills.
- Clear and concise verbal and written communication skills.
- Confident in both independent and collaborative workplaces.
- Ability to maintain confidentiality in the workplace.

Objective

To seek full-time employment position that utilizes my skills and knowledge while also facilitating the development of new skills which benefit my employers, co-workers, and customers.

Experience

School District 23 • Purchasing Clerk

October 2020- Current

- Process purchase orders daily, run reports, monitor shipping dates, and resolve shipping problems when they arise.
- Follow up with vendors to ensure deadlines are made on time.
- Maintain open and positive communications with vendors, schools, and staff.
- Ensure customer follow up is completed in a timely manner.

School District 23 • CEA

March 2019 - September 2020

- Modifying and adapting school curriculum to meet the needs of the students.
- Following direction from the school-based team and classroom teacher implementing any program that is needed.
- Communicating both orally and written with students, other Education Assistants, Teachers and Administration in a variety of school settings.
- General and one on one supervision at recess and lunch.
- Working independently and in a team setting.
- Participate in IEP meetings.

School District 67 • Person of Rapport

Afterschool Sport & Arts Initiative

November 2018 – April 2019

- Ensuring the children have a caring and supportive environment.
- Purchase and provide healthy and nutritious snacks at each session.
- Facilitate the program so that is running on schedule.

Software

- Microsoft Office with strengths in Outlook and Excel
- Adobe
- Quantum
- QuickBooks

School District 67 • CEA / ASD CEA

November 2016 – April 2019

- Following direction from the school-based team and classroom teacher by implementing programs.
- Assisting students with grade specific curriculum.
- Helping students with modified/ adapted programs with diverse exceptionalities.
- Effectively communicating both orally and written with students, Education Assistants, Teachers and Administration in a variety of school settings.
- General and one on one supervision at recess and lunch.
- Working independently and in a team setting.
- Participate in IEP meetings.

Can West Component Services

Office Administration/Purchaser

April 2012 – March 2015

- Maintain customer relationships through professional communication on a regular basis.
- Effectively utilize QuickBooks, Microsoft Office, and Quantum.
- Meet deadlines by working collaboratively with management and all staff.
- Provide quality work through attention to detail and exceptional organization.

References

[Available upon request.]