

JENNIFER BRUNDAGE

1352 9th Ave SF 94122

415-410-7898

56 Julian Avenue, San Francisco CA 94103

jaout19gret@gmail.com

OBJECTIVE: I am seeking a full or part-time childcare position, where I can utilize my experience working with children as a creative, encouraging and influential caregiver.

SUMMARY OF QUALIFICATIONS: I am reliable, knowledgeable of children's developmental stages, and possess excellent communication and teaching skills. Friendly and trustworthy. Adept at supervising children in varied recreational and educational activities.

CHILDCARE EXPERIENCE

826 Valencia, the Writing Center. 2014- current. Tutor and Creative Writing assistant teacher for children and young adults.

Babysitter, 2010-2014. References upon request.

Nanny, 2001-2003. Cared for two children, girl age 6, boy age 8, for a family in Manhattan, New York, New York. Duties included picking up children from school, taking them on play dates, to the park, on walks, assisting with homework and after school activities.

Nanny, 1998-2001. Fulltime caregiver for two boys, ages 2 and 5 at job's commencement. Arrived at family's San Francisco home early each morning to take older boy to school and spend entire day with younger boy. We engaged in a variety of activities, including outings to parks, the zoo, and the beach, coloring and crafts, reading and playing with toys. Picking up the older boy after school, I assisted him in his homework and took him to after school activities. Other duties included light cooking and housework.

Treehouse preschool, Teacher's Assistant, 1998. I worked part time while in graduate school at this engaging Noe Valley, San Francisco preschool. Monitored children's art and recreational activities, including swimming and outdoor games.

EDUCATION

City College, San Francisco. 2014-current. Working towards Early Childhood Education certificate, with 6 units accomplished and "A" grades.

San Francisco State University, Master of Fine Arts in Creative Writing, 2001.

University of California, Los Angeles, Certificate in Professional Program in Screenwriting, 1998.

San Francisco State University, Bachelor of Arts in Cinema, 1995.

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OBJECTIVE: I am seeking a full or part-time permanent bookstore position, where I can apply my extensive bookstore knowledge and skills, contribute my unique ideas and grow with your business.

SUMMARY OF QUALIFICATIONS: I have over a decade working as a Bookseller in some of California's most esteemed independent bookstores. Friendly customer service, proficient in locating, ordering and recommending books. Indepth knowledge of a variety of titles, categories and authors. Experience in creative display work. Excellent time management skills.

BOOKSTORE EXPERIENCE

San Francisco State University textbook department, June 2013-February 2014. Assisted students during hectic rush periods, special orders and returns, data entry and calls to distributors and publishing houses regarding orders for the university.

Barnes & Noble Booksellers, Gainesville, Florida and San Francisco locations, November 2006-March 2008. Children's department specialist, customer service, display work, Head Cashier, children's reading hour coordinator, special orders and returns to publishers.

Cody's, San Francisco, September 2005-November 2006. Helped to open this sadly short lived legendary bookstore in the San Francisco location. Organized and ordered for children's department, as well as creating displays in the store's main entranceway and street facing windows. General customer service, special orders and returns to publishers.

I have also had the privilege of working for Book Soup in Los Angeles and A Clean Well Lighted Place for Books during its heyday in both its Cupertino and San Francisco locations.

EDUCATION

San Francisco State University, Master of Fine Arts in Creative Writing, 2001

University of California, Los Angeles, Certificate in Professional Program in Screenwriting, 1998

San Francisco State University, Bachelor of Arts in Cinema, 1995

OTHER

826 Valencia, the Writing Center, San Francisco CA. June 2014- current. Volunteer Tutor and creative writing teacher to children and young adults.

San Francisco Silent Film Festival, volunteer since 2012, assisting in festival events.

Freelance writer with experience in writing for independent film and theater.

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In addition to my work with children and in bookstores, I have worked at Starbucks in San Francisco and am happy to provide references.

I also have a food handlers certificate, am extremely friendly and customer service savvy and familiar with both POS and barista work. As a nanny, I interacted with a wide range of people.

References:

Lisa Luper, 1 818 923 8146

Melody Belocura, 1 415 835 2470 (former Starbucks supervisor)

Carolyn Yokoyama, 1 415 214 0458

Christian Esmas, 1 415 338 2665