

GEORGIA M. JONES

OBJECTIVE

To obtain a position as an Childcare Worker that would utilize my Child Development & Homecare skills.

SUMMARY OF QUALIFICATIONS

- ♥ Management Experience: Coordinating people, initiating tasks, scheduling, arranging, & quality control.
- ♥ Office Skills: Typing (40 wpm), MS Word, Excel, data entry, filing, copying, mailing, & record keeping.
- ♥ Homecare Experience: First Aid, transporting, customer service, cooking, bathing, and cleaning.
- ♥ Creative in de-escalation and defusing while resolving problems with limited resources or time.

EMPLOYMENT

Children's Council – San Francisco, CA.

12/05 – Now

Daycare Provider

Cared and monitored for three children and play activities 8 hours daily. Kept observations records on individual children activities, meals served, and medications. Instructed children in health, eating, resting, reading, painting, drawing, handicrafts, songs, and toilet habits. Organized and participated in recreational games. Assisted in preparing food, serving meals, refreshments, and regulate rest periods to children. Also transported children to appointments.

Acrobat Out-Sourcing – San Francisco, CA.

11/08 – Now

Food Server

Prepare tables for meals, including setting up items such as linens, silverware, and glassware. Fill salt, pepper, sugar, cream, condiment, and napkin containers. Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee. Escort customers to their tables. Present menus to patrons and answer questions about menu items, making recommendations upon request. Take orders from patrons for food or beverages. Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff. Prepare hot, cold, and mixed drinks for patrons, and chill bottles of wine. Bring wine selections to tables with appropriate glasses, and pour the wines for customers. Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required. Check with customers to ensure that they are enjoying their meals and take action to correct any problems. Prepare checks that itemize and total meal costs and sales taxes. Collect payments from customers. Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning. Clean tables or counters after patrons have finished dining.

Home Care Assistant - Palo Alto, CA.

12/11 – 12/12

Care Giver

Transported client to doctor's appointments, make beds, washed laundry, cooked meals, administered medications or ran errands. Cleaned and maintained sanitary conditions in the home. Bathed and helped client get to and from the toilet. Maintained client's dignity, played card games and board games, and crossword puzzles. Sat with client in the fresh air for client's well-being.

SPECIAL CERTIFICATE

C.P.R. Certificate -----First Aid Certificate

EDUCATION

Child Development, Evergreen College
General Education, Evergreen College

San Jose, CA.
San Jose, CA.

09/12 – 06/14
09/11 – 08/12