Babysitter

* Provide a caring and safe environment for 6 children ranging from ages infant to 12 for 3 different families on a weekly basis
* Promote experiential education by developing lesson plans based on grade level during children’s homework session
* Transport and accompany children to and from afterschool lessons, school functions, and family outings
* Organize play group activities and gatherings with neighborhood children
* Plan and prepare nutritious meals for children for breakfast, lunch, and dinner
* Perform household chores such as laundry, dishes, ironing, and general straightening while supervising children
* Work overnight jobs as needed
* Keep the play area safe and free from hazards while monitoring children consistently throughout the day
* Sanitize play equipment, games, and toys on a regular basis to keep them safe and attractive while minimizing the spread of germs
* Change diapers, dress children and assist them with their snacks, drinks and meals as needed.
* Teach children the importance of good personal hygiene and health habits, including the importance of brushing teeth, eating healthy food, using the toilet, and getting adequate rest.
* Engage in educational activities with the children, including reading, crafts, drawing, coloring, and singing
* Keep an individual record for each child that includes information about his or her behaviors, daily activities, meals eaten, medications received and other important and mundane details. Discuss this information with each child’s parents on a daily or weekly basis
* Discipline unruly children as needed, focusing on using creative ways to encourage good behavior such as picking up after themselves, participating in the lesson plans and treating each other kindly
* Create daily lesson plans that are developmentally appropriate, fun, and interesting
* Pick up the children from school at 1:00PM and bring the children home or to appointments that will be set up well in advance
* Alert the parents immediately if there are any issues at home
* Assist children with any school projects that may be required
* Engage children with fun activities, such as games, puzzles, or pretend play
* Answer incoming phone calls and take messages for the family

Banquet Server

* Assist with the complete setup and breakdown of the banquet area.
* Relay food and beverage orders.
* Maintain an elevated level of cleanliness and awareness of sanitary practices.
* Anticipate guests’ needs and exceed customer service expectations.
* Maintain composure in a fast-paced environment.
* Relay important information about orders, allergies, and special requests to the appropriate person.
* Respond urgently and appropriately to any concerns.
* Present in professional appearance and mannerisms.

Barista

* Greeting customers in a friendly manner and taking food and drink orders
* Preparing and serving beverages, ranging from simple to elaborate ones
* Preparing and serving food items such as soups, sandwiches, and pastries
* Answering customers’ questions about menu choices
* Promoting and recommending menu options to customers
* Taking payment from customers
* Maintaining inventory and equipment by cleaning, troubleshooting, and scheduling repairs
* Keeping the work environment sanitary and organized
* Evaluating and modifying processes to improve efficiency and quality of service
* Working to attract new customers and expanding the menu

Busser

* Removing tableware like dishes and utensils to keep tables from becoming too crowded
* Clearing tables of dirty utensils, napkins and dishes and cleaning surfaces so that they’re ready for the next guests
* Ensuring the availability of clean dishes, flatware, glasses, straws and napkins for tables
* Helping the Dishwashers by sorting and organizing used tableware and readying it for washing
* Delivering food and helping with refills to aid Food Servers during peak restaurant times
* Cleaning any spills in the kitchen and dining areas
* Keeping the restrooms clean

Camp Counselor

* Supervise 20 campers daily while serving as a positive role model
* Promote experiential education during all camp activities
* Follow camp objectives, rules, policies, and guidelines
* Lead camp sessions including arts and crafts, swimming, canoeing, fishing, and crabbing
* Certified in CPR and First Aid through the American Red Cross
* Develop opportunities for interaction between campers and staff by implementing group games focused on problem-solving and communication
* Guide cabin and campers in participating successfully in all aspects of camp activities
* Supervise all assigned aspects of campers’ day including morning reveille, cabin cleanup, mealtimes, rest hour, evening activities, etc.
* Maintain positive rapport with parents by summarizing camper’s day and addressing issues as needed
* Keep track of camper dietary restrictions and allergies and ensure proper snacks/meals are distributed to each camper in your cabin
* Coordinate your cabin’s daily schedule of activities and manage transitions to ensure timely arrival of your entire group
* Facilitate group activities for your campers during free periods
* Mediate any conflicts that may arise between members of your group
* Delegate chores to maintain the cleanliness of your cabin’s facilities
* Report any notable concerns or incidents to Senior Camp Managers
* Guide and teach a range of outdoor activities (hiking, swimming, boating, etc.)
* Ensure camper safety and monitor their activities
* Set up and ensure recreation equipment is secure and stored properly
* Supervise campers during meals
* Instruct campers in daily routines and cleanup tasks
* Follow safety and emergency procedures and guidelines
* Work one-on-one with campers
* Instruct and organize camper projects (arts and crafts, dramatics, etc.)
* May perform administrative tasks (filing, record keeping, etc.) as needed

Caregiver

* Serve as a companion to clients
* Transport clients to and from appointments, errands, and activities
* Manage and track daily medication
* Prepare meals to ensure client is eating balanced meals
* Utilize interpersonal skills, including exceptional patience and listening skills
* Provide care across a variety of settings, including group homes and day service programs

Carpenter

* Gather materials for workers to handle on job sites
* Keep job sites clean and machines serviced
* Cover services with plastic material to protect completed work
* Cut and install insulation
* Build scaffolding, shoring, and braces and cut timber and lumber to specified dimensions
* Hold timber, lumber, and paneling in place for fastening or cutting
* Assist in the layout of foundation, building lines, and anchor bolts
* Prepare drawings for cabinetry, framing and other construction projects on-site
* Interpret client requests and provide mock-ups for clients to approve prior to commencing work
* Build cabinets, vanities, tub and shower surrounds and other projects based on demand
* Frame room additions as needed for client
* Select and evaluate materials for defects
* Install cabinets, counters, and molding
* Follow all code requirements for kitchens and baths in remodeling projects

Chef

* Ensure that all dishes are cooked well and presented in an aesthetically pleasing way
* Oversee food preparation, checking that all kitchen staff are performing their duties
* Monitor equipment quality and order new equipment as needed
* Help the restaurant determine how much food and supplies need to be ordered
* Train new kitchen staff

Cook

* Ensure ingredients and final products are fresh
* Follow recipes, including measuring, weighing, and mixing ingredients
* Bake, grill, steam, and boil meats, vegetables, fish, poultry, and other foods
* Present, garnish and arrange final dishes
* Occasionally serve food
* Maintain a clean and safe work area, including handling utensils, equipment, and dishes
* Handle and store ingredients and food
* Maintain food safety and sanitation standards

Coach

* Serve as a role model and mentor for program participants
* Assist coaches with setting up/ breaking down games, lessons, and events
* Plan and support in the scheduling of events
* Help prepare post-workout programs and encourage athletic department
* Attend a community running race with coaches, program participants, and other volunteers
* Special projects as assigned by supervisor
* Provide individual lessons to middle and high school students to develop core competencies.
* Maintain sport specific designated safety protocols for all members.
* Schedule private lessons, enter data in the digital system and notify appropriate personnel.
* Deliver all aspects of supporting the Head Coach including scouting, practice, planning, statistical analysis, and video analysis,
* Manage check-in and sign out of children upon arrival and pick-up
* Collect registration, payment forms, and emergency contact information
* Train and coach children ages 4-7 in athletic conditioning and basic knowledge of various sports
* Lead group warm-ups and various sports and conditioning drill

Customer Service Representative

* Attract potential customers by answering product and service questions and suggesting information about other products and services
* Open customer accounts by recording account information and inputting information into electronic system
* Maintain customer records by updating account information
* Resolve product or service problems by clarifying the customer’s complaint
* Determine the cause of customer’s issues and explain the best solution to solve the problem
* Expedite a correction or adjustment to a customer account and follow up to ensure issue resolution
* Maintain financial accounts by processing customer adjustments
* Recommend potential products or services to management by collecting customer information and analyzing customer needs
* Prepare product or service reports by collecting and analyzing customer information
* Contribute to team effort by accomplishing results in line with predetermined goals

Construction Worker

* Take apart or constructing scaffolding, bracing and other temporary structures for the construction site
* Dig trenches and backfill holes to prepare for the construction site
* Operate equipment and heavy machinery used in construction sites
* Follow instructions from construction project managers and supervisors
* Load and unload building materials
* Clean the construction site by removing hazardous materials and debris from the worksite
* Assist craft workers such as carpenters or electricians with their duties, if needed

Delivery Driver

* Follow the best practices for safety, both on the road and while loading or unloading a truck
* Communicate with dispatchers, drivers, and other team members to make deliveries
* Meet delivery deadlines
* Perform basic truck maintenance
* Load and unloading cargo
* Track shipments and deliveries
* Obtain client or customer signatures when needed

Dishwasher

* Prep dishes to run through major dishwasher
* Ensure sanitary guidelines by sanitizing work areas, refrigerators, cooking equipment, walls, and floors
* Assembling, maintaining, and breaking down the dish machine

Editor

* Coach new writers and editors through the content creation process
* Meet with other team members, including writers, senior editors, project managers and marketing directors, to create content
* Review story or article ideas
* Upload content to a management system
* Revise content for clients

Food Runner

* Deliver food orders to customers quickly and accurately
* Uphold sanitation and food safety principles
* Bus tables by removing dirty dishes and trash
* Check in with customers to ensure their experience is satisfactory
* Relay reports of customer satisfaction to the management and relevant parties
* Ensure patrons have all the appropriate tableware they need to properly enjoy their food
* Assist setting up tables before service with appropriate utensils, napkins, and decorations
* Handle various impromptu requests from customers

Food Server

* Greet and seat customers
* Manage food and beverage orders and accurately enter them into the ordering system
* Provide menu item recommendations
* Communicate food allergies or special nutrition needs to kitchen staff
* Ensure all orders are filled quickly and accurately and that food is high quality
* Provide attentive service to diners, like refilling drinks as needed and checking customer needs during meals
* Promptly address customer service issues and referring to management when necessary
* Perform cleaning duties, such as at the service station, around the kitchen and in the dining area

Forklift Operator

* Check for damaged goods
* Keep aware of possible hazards
* Maintain and repair forklift and other equipment
* Record data about the products they are moving

Grocery Store Clerk

* Stock shelves, unload trucks, place daily product orders, and create sale displays
* Communicate daily tasks to cashiers and baggers and supervise the completion of all daily tasks
* Conduct cash office operations ensuring 100% accountability for all daily transactions and money in the store's safe
* Conduct job estimated for customers and worked with call center to maximize customer satisfaction
* Oversee and assist in the loading of customer's unwanted items and cleaned for work areas
* Wrote receipts and accept multiple forms of payment
* Organize daily jobs to ensure efficient use of company resources
* Supervise a three-man team in the completion of daily assigned jobs, tasks, and marketing
* Scan groceries and ensured proper price scanning. Balanced daily cash register receipts and providing quality customer service
* Answer customers' questions, and provided information on procedures
* Count money in cash drawers at the beginning of shifts to ensure that amounts were correct and that there was adequate change
* Offer customers carry-out service at the completion of a transaction
* Provide phone support from steady incoming calls at the service desk
* Gave full attention to customers by greeting them in a friendly manner
* Solve customer problems
* Took initiative to aid customers who needed help locating merchandise

Handyman

* Perform electrical repairs in community areas, including lights and laundry
* Ensure mechanical equipment is in working order and fixed as necessary
* Complete general building cleaning and maintenance
* Install and replace floors, stairs and piping as needed
* Repair and paint doors, windows, walls, ceilings, roofs, and other parts of the building
* Maintain trash and recycling receptacles around the facility
* Maintain and repair air conditioning and heating systems as required

Hostess

* Greet customers as they walk into the restaurant
* Help guests with reservations and guiding them to their table
* Provide guests accurate wait time estimates and seating them in the waiting area
* Provide customers with menus and answering any initial questions they may have
* Optimize seating at different tables to ensure even workload for wait staff
* Answer phones and scheduling reservations with large parties

HVAC

* Remove old systems and install new systems for clients
* Perform routine maintenance
* Train junior team members
* Communicate with clients and customers
* Order and maintain equipment
* Meet local HVAC codes

Key Holder

* Open and close the store every day
* Manage the store’s security alarm system, including ensuring it’s in perfect condition, enabling it, and disabling it when necessary
* Store and protect the security alarm codes, changing them when necessary
* Ensure store is always clean and properly organized
* Assist store cashiers at peak periods
* Manage and oversee employee schedules
* Attend to customer requests or inquiries in the store
* Serve as store manager when required

Landscaper

* Operate push or riding lawnmowers; may operate heavier tractor equipment if needed
* Water all plants and lawn, and ensure all plants are evenly covered
* Spread fertilizer, plant food, mulch, and other materials around plants
* Remove weeds and dead plants, prune overgrown limbs and leaves
* Operate string trimmer and edger to remove overgrowth and keep the outdoor area tidy
* Use a leaf blower to clear walkways and pedestrian areas after lawn maintenance
* Treat lawn and landscaping with pesticides to remove harmful insects
* Maintain the existing landscaping design and ensure plant survival
* Plant new flowers, bushes, plants, and decorative shrubs
* Rake fallen leaves and remove debris
* Keep pedestrian areas removed of snow and ice
* Operate heavier snow blowers or other equipment as needed
* Remove tree limbs, overgrowth, and other hazards
* Ensure outdoor furniture, décor, and lighting is maintained and good working order
* Properly store and handle all equipment, tools, sprinklers, etc.
* Oversee maintenance repairs to equipment, landscape structures, and hardscape walkways
* Perform scheduled lawn mowing, trimming, weeding fertilizing, and tree pruning to 5 houses monthly
* Inventory and provide general repairs for $2,000 worth of tools and equipment
* Establish customer base of 30 through referrals and advertising through newspaper ads and flyers

Lifeguard

* Responsible for ensuring safety of facility patrons by preventing and responding to emergencies
* Certified in American Red Cross Lifeguard Training, CPR, and First Aid
* Enforce all aquatic facility policies, rules, and regulations
* Inspect facility on a daily schedule and report any unsafe conditions to supervisor
* Participate in weekly in-service training sessions
* Determine chlorine content and pH value of water using water testing kits and record readings
* Rescue swimmers in danger of drowning and administer first aid
* Teach swimming lessons to children and adults
* Provide general information on pool operations to patrons
* Maintain order in pool and adjoining areas
* Follow emergency action plan and procedures established in the event of an emergency

Line Cook

* Assisting with stocking and setting up the kitchen stations
* Preparing food including cleaning and cutting the ingredients and cooking main dishes, desserts, appetizers, and snacks
* Plating prepared foods based on senior chef’s guidance
* Working with servers to ensure that orders are completed according to request and on time
* Washing and cleaning the kitchen and cooking utensils and storing the equipment at the end of shifts
* Ensuring that the kitchen operation procedures and hygiene meet food safety standards and regulations

Mail Clerk

* Sort and collate incoming and outgoing mail
* Weigh mail to determine the correct postage
* Open mail addressed to the office and discard junk mail
* Record register mail
* Use fax and scanning machines
* Check for contraband
* Time/date stamp all incoming/outgoing mail
* Handle the cashing and issuing of money orders
* Help customers complete change of address and mail hold forms
* Sell postage stamps

Nanny

* Clean the children’s living spaces, such as their bedrooms, bathrooms, and playrooms
* Prepare meals for the children according to their specific needs and taste
* Transport children to all their scheduled activities and appointments, including school, various classes and play dates
* Provide safe environment that enables the children to safely learn and play

Painter

* Read blueprints/instructions and examining surfaces to determine the kind and amount of work necessary
* Make on-site preparations such as building scaffolding, covering fixtures etc.
* Prepare walls and other surfaces for painting by scraping, using sandpaper, removing old paint etc.
* Apply paint, vinyl, and wallpaper including special papers and fabrics to walls, furniture, and structures
* Examine and maintain painted exterior and interior painted surfaces, trimming and fixtures
* Prepare surfaces and apply paints, stains, shading stains, and clear finishes
* Remove previous paint through sandblasting, scraping, sanding, hydro-blasting, and steam-cleaning
* Inspect and refurbish wall surfaces using the appropriate materials
* Determine, cut, and apply wallpaper or fabric to walls
* Read blueprints and drawings of the premise for the execution of painting job
* Order paint supplies and materials
* Apply wood finishing by preparing the surface
* Cover interior walls and ceilings with wallpaper or fabrics
* Operate and maintain powerful low volume spray machines

Pet Sitter

* Implement specific plans of care for individual pet needs
* Generate a client list of over 85 clients and their pets
* Maintain a high quality of repeat business utilizing Quick Books
* Ambitiously develop a business website to attract more business
* Provide in home daytime, evening and overnight pet, farm and exotic animal care including dog walks; fed meals; gave treats; refilled water bowls; cleaned litter boxes and other messes; play and cuddle time; recorded date, time and description of services provided after each visit
* Administer oral and topical medications as well as gave insulin injections
* Provide house sitting duties which included: collected mail, newspaper and packages; watered plants; put garbage/recycling bins out on designated days
* Conduct new client meetings which consisted of meeting clients and pets; gathering pet information; answering questions and offering advice; picking up keys
* Perform administrative backup duties on the (pet tracking system) which included: assuring that all pet sitting visits are completed timely by all sitters; processed service or cancellation requests; emailed clients; availability in the case that sitters have emergencies
* Administrator for the Facebook business page

Retail Sales Associate

* Greet customers when they walk through the door
* Build rapport through conversation and honest recommendations
* Ring up sales and arranging for delivery or pick-up of the customer’s order if needed
* Invite customers to search the company’s website for coupons and other ways to save money
* Inform customers of any extra charges if necessary
* Invite the customer to join a loyalty program if there is one
* Assist in maintaining the back stock room and setting up merchandise displays on the sales floor
* Collaborate with fellow team members to keep the sales floor area clean and always organized

Sales Associate

* Provide outstanding customer service before and after a sale.
* Maintain high levels of customer satisfaction.
* Help customers determine their needs then provide proper recommendations to solve their problems.
* Ask all customers for referrals.
* Develop strong relationships with customers and look for opportunities to further expand their products.
* Take full advantage of company training sessions and literature to remain current with product offerings.
* Keep all store areas clean and organized.

Stocker

* Manage and maintain the storage conditions of goods received in the warehouse
* Coordinate retail space activities, dispose of trash and manage the cleanliness of the storeroom
* Provide customer service since they work in a visible space on the floor while arranging merchandise
* Stock the shelves of the warehouse with goods and keep inventory
* Receive merchandise that comes into the warehouse and ensure that the merchandise is unloaded and stored according to established procedure
* Maintain the cleanliness of the store and enhance the appearance of the store by adopting the most appropriate display techniques

Tour Guide

* Ensure safekeeping and enjoyment of visitors within the property
* Ensure that visitors are treated with utmost courtesy with all members of the team
* Lead interesting tours to various groups
* Assist with the security of the venue and ensured safety of audience
* Liaison with other members of the team to determine audience feedback
* Organize activities and team building exercises for children and adults
* Lead tour groups and ensured that all needs of clients are addressed
* Ensure safety of clients and assisted in the implementation of security measures in the venue
* Prepare tour guide documents
* Develop program itineraries depending on the needs of clients
* Develop promotional materials to be distributed to clients
* Promote and pushed the sales of souvenirs and trail guidebooks

Tutor

* Participate in monthly training orientations, staff meetings, and in-service presentations
* Provide tutorial and academic support services for university students
* Develop workshops and academic support sessions in order to address the academic deficits of students served
* Organize, facilitate, and track tutoring appointments through use of electronic system
* Develop individualized lesson plans based on student’s area(s) of struggle
* Certified as a tutor in the following subject matters: English, History, Math, and Spanish
* Meet students at the school and go over their homework assignments in the applicable subject area
* Ask students about specific topics or subject areas that are giving them trouble or that warrant further exploration
* Review recent homework assignment and test scores, and work through problems or questions that the student did not answer correctly
* Employ proven study aides to prepare for upcoming tests and quizzes
* Take notes during tutoring sessions so you can follow up with the student later
* Communicate with parents/guardians about trouble areas or any other issue that requires attention

Youth Pastor

* Train and recruit volunteers for efficient implementation of church programs
* Provide counseling to youths and help them realize their individual goals
* Administer and plan numerous youth programs like evangelism, retreats, and Bible study sessions
* Coordinate with parents of youth group members regarding their children’s involvement and participation in the church
* Assist in organizing and compiling of Sunday school curriculum
* Participate and contribute to staff and church meetings
* Train youth on how to be future faith-filled leaders and set up programs to facilitate spiritual growth
* Develop and maintain effective relationships with various leaders in the community for purposes of swift outreach programs

**CLUBS / ORGANIZATIONS / LEADERSHIP / CAMPS**

Art Club

* Learned and experimented with different ways to effectively utilize art medians
* Created expressive art pieces using pastels and watercolor

Clemson Architectural Camp

* Collaborated with peers over a week to construct an architectural rec center project
* Brainstormed a blueprint for a recreational center
* Sketched historical building in downtown Charleston
* Gained knowledge of historical architecture and local policies in downtown Charleston

Chess Club

* Participated in chess club matches with peers, fostered teamwork
* Developed creative thinking and problem-solving skills
* Utilized strategic thinking and decision-making skills

Clemson Architectural Camp

* Collaborated with peers over a week to construct an architectural rec center project
* Brainstormed a blueprint for a recreational center
* Sketched historical building in downtown Charleston
* Gained knowledge of historical architecture and local policies in downtown Charleston

Teacher Cadet Field Experience

* Clearly present and explain educational material to students K-5
* Co-plan educational lesson plans with lead teacher
* Efficiently guide students through problem-solving, utilize classroom management skills ensuring a positive learning environment for scholars
* Build positive relationships with students

Yearbook Club Chief Assistant

* Lead club meetings by going over deadlines and assigning tasks to every Yearbook member
* Supervise photographers and writers by reviewing their photos and captions
* Review yearbook spreads for accuracy and appeal