

Hillary Homemaker  
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**Objective** Customer Service Representative seeking opportunity to enter the workforce and offering over 7 years' experience within the community as a volunteer and homemaker with talent to include data entry, computer software applications, ability to listen to a customer need and provide recommendations along with ability of being adaptable and teachable to all learning environments; Works well independently with minimal supervision along with working smartly within a team unit.

#### **Ability Summary**

- Excellent customer service / Highly dedicated, professional candidate with a willingness to work hard to meet goals and exceed expectations for the success of the workplace
- Data entry / Basic office software to include MS Word, typing of 35 wpm / Internet research
- Excellent customer service / Sharp eye for details
- Coordinate volunteers at all levels of service to the community, examples of programs of interest are Girl Scouts, Summer School Programs and activities; Capabilities include generating phone calls, scheduling meeting times for events, train volunteers for expected assignments
- Significant abilities with internet research to include community resources and fact gathering
- Honors safety codes and student confidentiality while on school grounds and with community activities / Resolving parent/student complaints

#### **Employment History**

##### **Homemaker / Self-employed, City, State / 07/2006 – Current**

- Raising family of 5, administering to all needs for the success and wellbeing of children within the home
- Volunteer in classrooms as Teacher Assistant, work within stations and assist with activities and projects
- Transport children to and from school sites, participate in field trips
- Assist with nutritional values, set meals according to healthy standards
- Mentor in homework settings for successful study habits and to encourage higher grades
- Housekeeping to include cleaning and sanitizing all living spaces
- Dedicated to the wellbeing of children in the home, to the school systems where time and energy has been offered, creating strong relationships with physicians, educators and fellow parent volunteers for the success of self and family

#### **Volunteer**

##### **Girl Scouts of America, Yuba City , CA / 08/2006 - Present**

- Leader of Girl Scout Troop, responsible for activities and events for girls ages 3<sup>rd</sup> through 6<sup>th</sup> grade
- Coordinate parents/students for calendared events, set the tone for creative and imaginative play and projects, including service projects to earn badges of merit; Driven to succeed in the community by way of service to benefit the elderly, shut ins, homeless; Design arts and crafts as giveaways, meal preparation, serving and offering housecleaning and yard work as well
- Generate community involvement for gathering supplies and materials to send to military overseas; Encourage students to be involved in their community, introducing them to presentation of services and how they can help our community evolve; Provide learning environments of speaking in public, this included setting up appointments within the business community for the students to be engaging in conversation. Transport children to and from school sites, participate in field trips

#### **Education and Training**

Sutter County One Stop / Yuba City, CA / Currently enrolled for Basic Computer Classes / Office Technology  
Name of High School / City, State / Diploma earned