

JANIELLE TOWNS

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Skills Summary

Driven, focused and hard working. Able to communicate and work along side co-workers. Precise time-management skills and able to learn new tasks quickly. Excellent leadership and knowledge among many fields of work.

Education

Diploma, Toledo High School 1998

Experience

Toledo School District

Paraeducator- Level II, 2014-Present

- Implement lesson plans and prepare academic materials
- Assist the teacher in implementing students IEP's
- Work with students one on one or in small groups
- Teach communication skills, implement student behavior and learning programs with the use of behavior modification and crisis intervention
- Performs clerical duties including reproducing materials, initiating and maintaining files and/or records.
- Operate various types of office machines and audio-visual equipment

Chartwells

Lunch Aid, Person in Charge, 2009-2014

- Supervisor of employees
- Computer and data keeping
- Implemented tasks given by my supervisor
- Cash handling

Quick Cash

Teller, 2008-2009

- Opened and Maintained Accounts
- Gave excellent customer service
- Able to use procedures implemented by Quick Cash to be in compliance with regulations and policies.
- Cash handling and data entry

REFERENCES

Name

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