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|  | Jacqueline Harris  20104 Shire Oak Drive. South Chesterfield, VA. 23803 [harris8170.jh@gmail.com](mailto:harris8170.jh@gmail.com) 804-929-3531 |
| Objective | To secure a part time remote position that allows me to exemplify my advanced interpersonal, analytical and critical thinking skills. |
| Skills & Abilities | I am a hard worker that learns fast. I am highly motivated and resourceful. I have the ability to relate to the basic needs of people while addressing their problems in the most efficient manner. I have experience in building and marketing a business from its creation. This also entailed keeping accurate financial and confidential records and training those I supervised. |
| Experience | **Lead TEACHER, GODDARD School**2008-2018 Responsible for maintaining State Laws while overseeing classroom functions, Ability to communicate efficiently with disgruntle parents and diffuse conflicts. Write lesson plans and train Assistant Teachers. **owner/DIRECTOR, BRIGHT beginnings childcare**2004-2008 Responsible for maintaining State and local laws governing public assistance as well as The Virginia Dept. of Agriculture (Food program). Maintaining a confidential filing system, educating children by using the Early Start curriculum. Performing basic accounting, ordering supplies, payroll, networking and interviewing perspective clients. Training and supervising my staff. |
| Education | **university of RICHMOND, RICHMOND, VA**Bachelor of Liberal arts |
| References | **Reneese Williams, operational analysis** BANK OF AMERICA.  804-926-5714  **michelle cromwell,** insurance agent  allstate insurance  804-930-4309 **rochelle wyche,** client services coordinatorconnexion loyalty 804-873-3736 |