**Wendy Sue Young**

**25 Mary Lane Hopewell, NY 12533**

**Home: (845) 221-4720 Cell: (845) 380-3974**

**E-mail: service10hours@aol.com**

**Work Experience**

**February 2016 – June 2023 Tots-N-Us - Hopewell, NY**

**Assistant Teacher - Full time employee**

Help Lead teachers with snacks, crafts, story time, creating projects, lead the classroom when required and outside playtime. I am currently an assistant teacher in a in a Pre-K classroom.

**December 2013 – February 2016 Home Depot – Fishkill, NY**

**Cashier – Part time employee**

Self-service and cash registers. Processed check payments, credit/debit cards, cash, special order transactions, return sales, customer satisfaction, efficient processing, accurate till, 3 Homer awards

**October 2012 – January 2013 Adams FairAcre Farms – Wappinger, NY**

**Seasonal Employee – Fruit Baskets**

Created fruit baskets, restocked product, cash register, & customer phone orders.

**August 2006 – June 2015 Volunteer**

Saint Denis vacation bible school teacher, Saint Kateri Service Hours Coordinator & Faith Formation teacher, St Denis-St Columba School classroom and library assistant, EF Girl Scout & Cub Scout leader, St Denis-St Columba School card party solicitor.

**June 1997 – August 2006 IBM - Poughkeepsie, NY**

**Systems Management Integrated Professional Advance**

Supported internal and external accounts by resolving issues, documenting, installing, and providing maintenance for IBM and vendor products. Provided customer support for Philips, ADVO, Campbell Soup, Kodak, Qualex, Rochester NY, PLPSC, Endicott and other accounts assigned to my team. Participated in D/R’s, z/OS platform upgrades, product licenses, printer requests and team initiatives. Provided documentation for products and D/R’s. Problem and Change representative for my team.

**December 1982 – January 1995 Kraft Foods – White Plains, NY**

**Programmer Analyst**

Analysis, design and programming of financial systems using CICS, DB2, COBOL. SQL, and VSAM in a MSV/JCL TSO/ISPF environment. Provided production support and technical user guides of financial systems. Produced project management reports. Project leader of the Broker Commission System. Past projects included: G/L; A/P; and Inventory. Client areas included: Corporate Accounting; Tax; and Beverage Division.

**July 1981 – December 1982 Union Carbide - Elmsford, NY**

**Programmer**

Developed and programmed accounts payable & sales applications.

**August 1980 – June 1981 Bloomingdales - White Plains, NY**

Accounting Department, counted cash register tills, balanced receipts

**Education**

SUNY Oneonta in Oneonta, NY BA in Business Economics / Psychology

Smart Horizons/Dutchess Community College Certified Daycare Assistant Certificate

Other courses included computer languages, database design and system analysis.

**Currently Disabled – using a walker and being fitted for a wheelchair**