

Sue Per Parent

Green Bay, WI 54303 • (123)456-7890 • sueper.parent@gmail.com

SUMMARY OF QUALIFICATIONS

- Self-motivated; strong work ethic
- Able to handle several projects simultaneously
- Strong communication and interpersonal skills
- Critical thinker, problem solver, and decision maker; able to set effective priorities to achieve long term goals
- Effective time management, organization, and multitasking skills
- Leadership experience; active and collaborative team player
- Bilingual: English and Hmong

EDUCATION (can omit if no education past high school)

Northeast Wisconsin Technical College, Green Bay, WI
Associate Degree,

Expected Graduation: Month Year

EXPERIENCE

Family Coordinator

March 2018 – Present

Green Bay, WI

- Manage household expenses, creating detailed, effective budgets
- Support multiple competing needs, schedules, and priorities, overseeing the needs and tasks of multiple individuals to maintain optimal outcomes
- Create and coordinate a detailed calendar of activities and events, including academic deadlines, travel, and appointments/meetings
- Build engaged relationships with health care professionals, academic administrators, and program leaders to ensure alignment with all needs
- Navigate complex interpersonal challenges, mediating issues to build vital communication and issue resolution skills

Administrative Assistant

June 2016 – March 2018

ABC Company, Green Bay, WI

- Opened, sorted, and routed incoming mail, answer correspondence, and prepare outgoing mail
- Compiled, copied, sorted, and filed records of office activities and business transactions
- Answered telephones, directed calls, and took messages
- Computed, recorded, and proofread data and other information, such as records or reports

LEADERSHIP

- Parent Teacher Association Leader

September 2022 – Present

COMMUNITY INVOLVEMENT

Parent Teacher Association, Green Bay, WI

September 2021 – Present

- Organize parent education events and plan teacher appreciation activities

Greater Green Bay Habitat for Humanity, Green Bay, WI

April 2022 – June 2023

- Registered volunteers and provided support throughout the day