**CAN SOMEONE PLEASE PROVIDE SOME ASSISTANCE WITH TAKING THE INFORMATION BELOW AND CREATING A RESUME. IT’S FOR APPLYING FOR A JOB IN BUSINESS ADMINISTRATION, OFFICE ADMINISTRATION, EXECUTIVE ASSISTANT, ETC. JUST A BUSINESS RESUME. I need to take the information below and create a resume. I will add business phone numbers, personal address, etc into the resume and references if you just tell me where to input that information. I know to put my Name, Address and phone number up top centered.. but as for the format of the rest I am not sure of that either so if you could also assist with formatting that would be great. I know there are some business resume templates online but I am struggling with those and formatting this resume. Thank you so much in advance for all your help. I really appreciate it.**

**Education**

1982 to 1986 Pacifica High School, CA

General Education Curriculum

Diploma

1995 to 2001 Mesa State College, CO

Early Childhood Education/Teaching/Behavioral

Psychology

Transferred

2005 to 2008 American Military University/APUS

Early Childhood Education/Child Development

B.A. Degree Child Development with Honors

2012 to present American Public University/APUS

Masters in Business (MBA), concentration in Marketing,

Graduate Certificate in Non-Profit Management

Currently working on (3 classes left)

**Work Experience**

1995 to 2002 Golden Corral

Grand Junction, CO

Cashier/Waitress/Hostess/Food Prep

2002 to 2007 Seal Beach Market

Seal Beach, CA

Cashier/Stocker/Administrative

2008 to 2010 Primrose School of the flatirons

Superior, CO

Assistant Pre-School Teacher

2010 to 2011 Mesa County School District 51

Grand Junction, Co

Substitute Teacher/Administrative

2011 to 2012 Caring for ill Parent

2012 to 2013 Primrose School of Castle Rock

Castle Rock, CO 80108

Teacher Preschool thru 5th grade

2014 to present Mesa County School District 51

Grand Junction Co

Substitute Teacher/Administrative

2014 to present Gelato Junction

Grand Junction, Co

Administrative/Food Prep/Waitressing, Cashiering/ordering working with vendors, management

Here are some of my skills and experience although feel free to add in other skills that I may not have thought of that go with the jobs I have had…

I have experience in administration such as answer phones, filing, data entry, scheduling, Microsoft office, word, and powerpoint, also a little Microsoft excel. Also, ordering, inventory, clerical skills, hosting and setting up and tearing down for events, ability to work with Windows operating system, have served as the primary point of contact and liaison between management, sales, personnel, clients and vendors, excellent written and oral communication skills, Creative problem solver, Plan and coordinate events, meetings and conferences, organized person able to multitask. At Gelato Junction and Seal Beach Market I did administrative work as well as customer service. I am detail oriented. Capable of multi-tasking administrative responsibilities in a fast-paced environment. Superior telephone, customer service, and computer skills. Scheduled meetings, conferences, itineraries and travel arrangements. Have management skills as I have experience managing a classroom of children..