

Britnee Polk

Educational Aide - KilleenISD

Killeen, TX 76543

polkbritnee@yahoo.com - 2544587168

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Educational Aide

KilleenISD - Killeen, TX - December 2015 to Present

- Help students with different levels of math, such as; Algebra I, Algebra II, Geometry and Pre- Calculus.
- Monitor 25+ minors daily.
- Organize spreadsheet data and word documents.
- Keep track of multiple classes, and most assignments students have due.
- Use microsoft office (Word, Excel, and outlook) for organization and communication.
- Monitored two school clubs (Media and Sports)
- Photographed and record school activities, such as basketball scrimmages, activity day, and class projects.
- Also help record school news cast, and monitor camera operations among the kids.

Cashier/ Stocker

Office Depot - Palestine, TX - February 2015 to May 2015

- Keep work area clean store is clean
- Find online orders stock shelves
- Help with moving furniture and tech items
- Assemble chairs for customers and sales
- Print and/or scan paperwork as requested

Cashier/ Stocker

Jc Penny - Palestine, TX - November 2014 to December 2014

- Assist customers on finding store items
- Clean dressing rooms
- Stack appliances and shoes for sales
- Search throw stock room for online purchases

Agent

GC Services - Copperas Cove, TX - July 2014 to September 2014

- Collect payments and set up payment plan agreements
- Help manage credit card accounts
- Talk with customers about credit limits

- Connect customers with customer service rep.

Tutor

AVID - Killeen, TX - October 2013 to June 2014

- Give clients information about medicare and medicaid
- Communicate with customers so they completely understand their benefits

EDUCATION**Kensiology**

Trinity Valley Community College - Palestine, TX
August 2014 to April 2015

Kensiology

Blinn College - Brenham, TX
August 2012 to April 2013

SKILLS

Instructing and organizing groups (3 years), Customer Service Skills (2 years), Telephone Skills (2 years), Cashier (Less than 1 year), Stocking (Less than 1 year)

ADDITIONAL INFORMATION

- Great with coaching and teaching groups
- Decent with handy work
- Very quick learner
- Great with leading and organizing groups
- Able to adapt to a environment that is fast pace