EDUCATION

Valerie Ostrander

[Type your address] ⦁ [Type your phone number] ⦁ [Type your e-mail address]

Valerie Ostrander

P.O. Box 43, Merna NE ⦁ 308-870-5902 ⦁ vno1088@gmail.com

Broken Bow High School—Broken Bow NE ⦁ May 2009

* Received High School Diploma
* Completed general studies

Central Community College- Hastings NE ⦁ May 2010

* Early Childhood Education
* Dean’s List 2 years

EXPERIENCE

Cabala’s Call Center ⦁ February 2010 – January 2011

* Took orders for customers over the phone
* Used customer service to sell merchandise
* Helped customers with any issues that they had

Claire’s Boutique ⦁ April 2010 – June 2011

* Assistant Manager Duties: I was responsible for 3 other employees.
* Management Paperwork
* Employee Schedules
* Integrated merchandise out on the sales floor
* Basic cleaning duties
* Used customer service to sell merchandise to customers

**Safraneck’s ⦁ September 2014—November 2014, September 2015 – November 2015,**

 **May 2016—November 2016**

* Seasonal worker
* Weighed trucks
* Collected corn samples
* Ensured that the dryers stay operating
* Basic cleaning duties
* Performed calibrations every hour

Family Fun Center ⦁ July 2008 – May 2009, November 2012 – 2014, September 2013—Febuary 2016 , November 2016—Present

* Watch and care for children of all ages
* Basic cleaning duties
* Help children resolve any issues
* We do many learning activies, both inside and outside

**I am CPR/First Aid qualified. I also have certificates in the following:**

* Shaken Baby Syndrome- 1 Hour, Received November 9, 2009
* Child Abuse & Neglect- 2 Hours, Received November 23, 2009
* Nothin’ But Baby- 1 Hour, Revived November 2, 2009
* Infant-Toddler Social Emotional Development, Received September 2009

I can adapt to new situations easily. I love to take on new things and use

them to challenge myself. I consider myself to be a very compassionate person.

I can communicate to people in a professional way. I do not give up easily. I am

a hard working person and I can handle a crisis situation very well.

Refrences available upon request.