Crystallynn Rexroad 18396 West Young Street Surprise, AZ 85388 cicirexroad@yahoo.com, 602-549-0204

**OBJECTIVE:** Teaching assistant in an education establishment

**Professional Profile**

* Friendly, organized and determined personality ensures superior learning environment.
* Years of experience babysitting and working with children.
* Exceptional creativity in regards to lesson planning.

**Work History**

***Secretary*** May 30th, 2011-August 1st, 2011

Copper State Rubber Phoenix, AZ

* Answered phones and scheduled appointments.
* Greeted customers and business partners.
* Filed files and test-reports within internal system.

***Cashier*** December 29th, 2010-April 4th, 2012

Burrito Bandito Phoenix, AZ

* Took orders in-person and on phone.
* Exported food and cleaned facilities.
* Managed kitchen and lobby staff.
* Dealt with customer complaints.

**Education**

Cactus High School, Glendale, Arizona, 2009 to present, expected graduation 2013.

* 3.75 GPA, Ranked in the top 15% of the class

Courses Include:

Child Development, COOP, Marketing, Psychology/Sociology, Honors English 1-4, Honors History 1-3.

**Activities**

Vice President, DECA, 2012-present

* Vice-President of civic duties, in charge of all community service projects.

President, Key Club, 2011-present

* Responsible for running blood-drives, heading all meetings and assigning committees.

**References**

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| --- | --- | --- |
| **Name** | **Phone** | **Relation** |
| Kimber Underdown | 602-486-7864 | Key Club advisor previously babysat her children. |
| Kristine Record | 602-625-7625 | Teacher, performed as her student assistant. |
| Marci Boettcher | 763-528-1116 | Teacher, DECA advisor. |
| Janet Greene | 602-874-6987 | Club Volleyball Coach. |
| Serenia Lino | 602-487-6555 | Manager at previous place of employment, Burrito Bandito. |
| Kelly Snider | 623-262-2689 | Manager at previous place of employment, Copper State Rubber. |