
TIFFANY ROBINSON

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Objective

- To obtain employment in a Human service field where I can utilize my customer service skills and serve the public.

Education

COMMUNITY COLLEGE OF PHILADELPHIA

- Major: Behavior Health Human Services

FRANKLIN LANE HIGH SCHOOL

- Major: Business
- Minor: Social Studies

Skills & Abilities

MANAGEMENT

SALES

- managing financial transactions
- Efficient and friendly customer service

COMMUNICATION

- Strong oral and written communication skills and effective technology skills.
- Facilitate and organize meetings and functions for site.
- A strong understanding of child development

LEADERSHIP

- I'm a people person, I Volunteer and support my community. I impact my peers and the youth through my experience in life learned lessons.

CUSTOMER SERVICE REP | VALUE CITY DEPARTMENT STORE | 7/2004-7/2006

- Assist customers in their daily transactions
- Maintain a happy friendly environment for customers
- Handle and exchange money transactions
- Meet and greet customers
- Manage and train staff

PROGRAM MANAGER | MEMORABLE MOMENTS LEARNING CENTER | 4/2007 – 5/2018

- I SUPERVISE TEACHERS, TEACHERS ASSISTANTS, AND CLASSROOM VOLUNTEERS TO ENSURE THEY ARE FOLLOWING PLANNED ACTIVITIES, HYGIENE AND SAFETY STANDARDS AND MEETING THE OVERALL NEEDS OF THE CHILDREN.
- MAINTAIN ACCURATE RECORDS, FORMS AND FILES
- LEAD BY EXAMPLE: ENCOURAGE TEACHING TEAM SUCCESS THROUGH MODELING AND COACHING

- MAINTAIN PERSONAL PROFESSIONAL DEVELOPMENT PLAN TO ENSURE CONTINUOUS QUALITY IMPROVEMENT.
- ENSURE ALL CENTER POLICIES AND STATE REGULATIONS ARE MET.
- MAINTAIN FREQUENT COMMUNICATIONS WITH PARENTS MAKING SURE THEIR NEEDS ARE MET.

Paraprofessional Educator| The School District of Philadelphia| 3/2017- Present

- Assist teachers and other faculty in and out of the classroom
- Supervise student in and out of classroom
- Assist children with curriculum based work and additional enrichment activities in small groups

Assistant Group Supervisor| TheVillage] 6/2018- Present

- Project base learning
- Supervise children on field trips
- Create and implement small and large group activities
- Food preparation
- Clean and sanitize designated areas

