

Krystle A. Smaller
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Skills:

Self- Starter, Outstanding Work Ethic, Goal Oriented, Microsoft Work Suite, Web designs, Internet Proficient, Project Planner, Customer Service, Typing (55 wpm), Leadership Qualities, Operate Office Equipment, Freelancer Designs, Stager, Data Entry (10000 kph), Filing (alpha/numeric), Visual Merchandising, Window Displayer, Marketing

Education:

09/2002-06/2006 **Jules E. Mastbaum A.V.T.S** **Philadelphia, PA**
Information Technology/Web designs Technical Diploma

Work Experience:

05/2018-08/2018. **Young Achievers Learning Center Inc.** **Philadelphia, PA**
After School Group Leader/ Summer Camp Assistant Teacher

Plan, implement and document successful educational, recreation, youth leadership, community service and arts activities with school-aged children. Adhere to policies and procedures in a pro-active manner, making the safety and care of children your primary focus. Build a positive relationship with each after-school participant in your care, and foster positive connections between participants. Actively engage with children at all times with the goal of fostering the positive development of each child and the group. Conduct myself as a professional and representative of the agency with school staff, parents, children and anyone else with whom I come into contact with. Manage assigned group.

09/2016-Present **School District of Philadelphia.** **Philadelphia, PA**
Classroom Assistant

Help teachers with recordkeeping, such as tracking attendance and calculating grades. Help teachers prepare for lessons by getting materials ready or setting up equipment, such as computers. Help supervise students in class, between classes, during lunch and recess, and on field trips.

09/2016-06/2017 **School District of Philadelphia** **Philadelphia, PA**
Sub Secretary

Produces information by transcribing, formatting, inputting, editing, retrieving, copying transmitting text, data, and graphics. Organizes work by reading and routing correspondence; collecting information; initiating telecommunications. Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences. Completes requests by greeting customers, in person or on the telephone answering or referring inquiries.. Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies also verifying receipt of supplies.

09/2016-06/2017 School District of Philadelphia Philadelphia, PA
Food Service Assistant

Prepare food service facilities for the serving of food. .Wash and prepare eating and serving areas; set out food, trays and beverages according to established procedures. Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store pots, pans, trays and kitchen equipment. • Heat, portion and serve food to students and staff according to established procedures. Count money and prepare money, boxes or cash registers with appropriate amount and denominations of change. Sell a variety of foods and beverages and make proper change; collect tickets and money for meals and beverages sold and make appropriate change. Assist in storing unused food and supplies; dispose of unusable leftovers and garbage.

05/2012-02/2017 Flo's Creations Philadelphia, PA
Event Assistant/Stager

Performed administrative duties, make appointments and booking. Assist with stages for theatrical, musical, and fashions shows, baby showers, proms, birthday parties, and anniversaries. Read stage layout specifications to determine type and location of sets, props, scenery, lighting fixtures that was required for specific event. Attached braces, and brackets that supported scenery frames in upright position, using carpenter's hand tools and power tools.

09/2008-09/2010 Lookin' Good Beauty Salon Philadelphia, PA
Receptionist/Data Entry

Performed administrative duties entailing, make appointments and follow up in Microsoft Outlook. Insert data information in Microsoft Excel on the computer. Answered telephone, recorded negotiable instruments for booking and payroll purposes.

10/2006-09/2007 EDSI/ West EARN Center Philadelphia, PA

File Clerk/Internship

Filed correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order. Searched for and investigated information contained in files, inserted additional data on file records, completed reports, Written, typed, or entered information into computer, using keyboard, to prepare correspondences. Answered telephone, conveyed messages. Stamped, Sorted, and distributed mail. Stamped or numbered forms by hand, photocopied documents.

09/2005-06/2006 Jules E. Mastbaum A.V.T.S Philadelphia, PA

Disciplinary Teen Assistant

Assisted the disciplinary office with checking students ID's in the computer database and scanner systems. Made sure they are in conformity with the school uniforms codes.

