



MAKENNA BELL

Contact



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Address

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PLAINWELL MI



Email

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Skills

LEADERSHIP

CHILDCARE

PATIENCE

DETERMINATION

CUSTOMER SERVICE

COMMUNICATION

ADAPTABILITY

GOAL ORIENTED

ORGANIZATION

ATTENTION TO DETAIL

READING/WRITING

References Can
Be Provided
Upon Request

THANK YOU FOR YOUR
CONSIDERATION.

Education/Certifications

2021

AMERICAN RED CROSS

First Aid/CPR Certification

2017-2021

AMERICAN PUBLIC UNIVERSITY SYSTEM

Bachelors in English; Concentration on Writing

2021-2022

THE TEFL ACADEMY

168 Hour Level 5 TEFL Certification with Merit

Experience

2018-2019

STORE ATTENDANT- GARDEN HOUSE VINTAGE MARKET

- Assisted customers with purchases and questions
- Consulted with vendors regarding sales and merchandise
- Helped organize displays
- Trained new employees

2016-2017, 2019-2022

CHILDCARE SITE SUPERVISOR- BASE, OTSEGO PUBLIC SCHOOLS

- Supervise a group of children on a day to day basis (aged 4-12)
- Effectively communicate with directors, parents, and school staff
- Trained and oversaw aides
- Filed, collected, and organized all confidential student files
- Ensured the childcare site followed all licensing rules and procedures
- Planned and administered various classroom activities and rules

2020-2021

VIRTUAL LEARNING ASSISTANT- CARES, OTSEGO PUBLIC SCHOOLS

- Assisted the hybrid learning program during the COVID-19 pandemic
- Supervised the online education of students during their virtual days
- Ensured completion of assignments, studying, and other activities
- Oversaw the CARES program throughout the day, and helped support other staff members