



**Brandi
Green**

8178408556

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Joshua, TX 76058

SUMMARY

Friendly and proactive professional with exceptional communication skills, adept at providing helpful guidance and support, ready to become a new valuable member.

SKILLS

- Cross-Cultural communication
- Adaptability and flexibility
- Organization and time management
- Patience and empathy
- Quick thinking and problem solving

EXPERIENCE

Care Coordinator

La Crosse, WI

LHI/ Jan 2022 to Current

- Effectively coordinated care plans and services for military members, ensuring their healthcare needs are met efficiently.
- Provided empathetic and reliable support to members and their families during challenging situations.
- Manage a high volume of calls, prioritize tasks, and meet deadlines while maintaining attention to detail and quality of care.
- Able to remain calm, composed, and focused under pressure, while working in a fast-paced environment with potentially high-stress situations.

Paraprofessional Aide

Joshua, TX

Joshua ISD/ Feb 2018 to Jan 2022

- Effectively educated and supported students with special needs by adapting lessons, utilizing different teaching methods, and providing individualized instruction.
- Developed proficiency in communicating with children from diverse backgrounds, by showing sensitivity to cultural differences and bridging language barriers.
- Maintained a positive learning environment, managing student behavior, and promoted student engagement through activities, games, and interactive techniques.
- Worked collaboratively with teachers, parents, and other educational professionals.

Catering Manager

Fort Worth, TX

La Madeleine/ Oct 2013 to Feb 2018

- Developed strong customer service skills by providing exceptional service, anticipating customer needs, and handle inquiries/complaints in a professional manner.
- Developed effective communication skills, both verbal and written, as well as building professional relationships with clients, colleagues, and team members.
- Planned and coordinated events, managed resources, and met deadlines effectively.
- Developed problem-solving skills by handling unexpected situations, quick thinking, and quick decisions.

EDUCATION AND TRAINING

Associate of Arts: General Studies

Southern New Hampshire University Expected in Dec 2023
Hooksett, NH

Associate of Arts: General Studies
Tarrant County College District Aug 2022
Fort Worth, TX

LANGUAGES

Japanese:



Limited

CERTIFICATIONS

- TEFL certified as of June 2023.