

Dixi Cordell

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EXPERIENCE

Child Care Careers, Austin, Tx — Substitute Teacher

January 2023- April 2024

Traveling to childcare centers, filling in for teachers. Taking over classroom activities and curriculum schedules.

Adapt teaching strategies to each student's requirements.

Met with multiple directors and teachers to discuss work day.

Deer Canyon Stables, Jonestown, Tx — Receptionist/ Ranch hand

January 2021 - January 2023

Successfully managed information, including sign in, boarding records, and billing with 100% accuracy.

Handled incoming and outgoing telephone calls, greeted guests, scheduled boarding tours, and gave rate information.

Managed/Coordinated summer camps for school age kids

Cleaning paddocks, maintaining stalls and feeding times for animals.

Boys and Girls Club, Georgetown, Tx — Summer Counselor

June 2018 - Sept 2018

Summer camp counselor. Leading elementary school kids in daily camp activities.

Chipotle Mexican Grill, Round Rock, Tx — Shift Lead/Line

March 2016 - June 2018

Organized and stocked supplies

Leading team throughout the shift to ensure good customer service.

(Part time highschool job)

Certifications

First Aid/CPR

Skills/Qualifications

Fast Learner
Patient in any situation
Quick and efficient problem solver
Team player for wherever needed

Education

Dental Genius Assisting School
Obtaining RDA

East View High School
High School Diploma

References

Lindsay Muniz, Director/Boss
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