

Ginny M. Haynes

375 Nassau Avenue ♦ Kenmore, New York 14217 ♦ (716) 877-0531

OBJECTIVE

A position as a part-time Service Coordinator

EDUCATION

State University of New York College at Buffalo

Bachelor of Science in Life Sciences and Psychology, Anticipated May 20XX

Erie Community College, Williamsville, New York

Associate Degree in Liberal Arts and Science, May 20XX

RELATED COURSEWORK

Exceptional Education

Educational Psychology

Child & Adolescent Development

WORK EXPERIENCE

Buffalo Charter School, Buffalo New York

Volunteer Teacher Aide, September 20XX-present

- Developed lesson plans and taught elementary students one-on-one in all subject areas.
- Created differentiated lessons for one student with a learning disability.

Creekside Gospel Temple, Buffalo, New York

Volunteer Religion Teacher, March 20XX-present

- Created biblical lessons for children ages 3 and 4 and one child with ADHD.
- Completed a monthly progress chart to be sent home with parents and review with religion director.

ADDITIONAL WORK EXPERIENCE

Key Bank, Tonawanda, New York

Teller, September 20XX-April 20XX

- Handled large amounts of cash and maintained required cash balances.
- Exercised team work and customer friendly service in person and over the telephone.

Elizabeth Arden, Buffalo, New York

Beauty Consultant, October 20XX-August 20XX

- Coordinate all events, recruited participants, and ordered the necessary inventory.
- Attended regional meetings with supervisors.

Salon La Moda, Buffalo, New York

Salon Assistant, 20XX-20XX

- Managed store finances, scheduled appointments, and maintained client records.