Christy Nunn

407-223-1627 cmichele8404@yahoo.com

# Objective

I am seeking a non-instructional/support staff position in which I can increase my knowledge and experience.

# Experience

YMCA/ASP/Extended Day

Before and After School Program Director May 2019- Current

* Provide participants with the appropriate leadership during the program.
* Develop and plan activities that incorporate program goals into the daily routine.
* Prepare activities that are developmentally appropriate for the age of the participants.
* Prepare supper/ snack daily for the students.
* Provide a safe, warm and caring environment and atmosphere for participants.
* Maintain a open communication between students, parents and school personnel.
* Submit all written correspondence to the Recreation Supervisor for approval prior to distribution.
* Maintain a positive attitude towards co-worker, parents and the school.
* Arrange and attend all staff meeting
* Report any problems which arise with students, employees or the school to the Recreation Supervisor.
* Responsible for preparation of activities and keep room neat and in order.

Co-Teacher2009-2013 and May 2019-Current

* Helped students with homework
* Take roll, assist with Supper/Snacks
* Provide activities daily
* Worked with students on social skills as well as other skills.

Orange County Public Schools

School Health Assistant August 2006-December 2013

* Documented and kept records when students come to the clinic.
* Assist students with medication also with first aid when students or staff members were injured
* Contact parent's when child was ill or injured
* Provide clothing and contact parent if child soiled their clothes

Front Desk/Office Clerk 2000-2008

* Sign in and Sign out students when parents were drop off or picking students
* Answer the phone, check and assorted
* Assist teachers in the classroom as needed
* Assist with make photo copies of important info to be sent home with students
* Assist with other office personnel when needed
* Also assist in the cafeteria during students lunch time

# Education

Bailey Academy 2005-2006

Jones High School 2001-2004