

ANN HAAKONSON



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annhaakonson.com

ADMINISTRATIVE MANAGER

I am currently a daycare teacher supporting the needs of children in a controlled setting while also making sure parents are aware and comfortable their children are being taken care of. I am looking to change fields to take advantage of my organizational skills but also tap into my creativity. I am able to stay organized, communicate effectively and handle challenging situations with composure.

EDUCATION

2016-2020

Simpson College

Major in Multimedia Journalism

2012-2016

Benilde-St. Margaret's High School

SKILLS

- Written and oral communication
- Adaptability
- Critical thinking
- Problem Solving
- Creativity
- Customer Service

WORK EXPERIENCE

Lead Teacher

Small World Learning Center

Worked with different ages ranging from toddlers to school ages, creating creative and comprehensive lesson plans that follow state standards.

Shift Lead

Caribou Coffee, 2020-2022

Friendly and customer-focused barista with two and a half years of experience in fast-paced coffee shop environments. Known for reliability, multitasking, and a positive attitude under pressure. Adept at handling cash, processing transactions, and maintaining a clean and organized workspace

Lead Mentor Teacher

Yellow Brick Road ECDC, 2022-2024

Skilled in creating a nurturing and engaging classroom environment that promotes learning through play, exploration, and positive reinforcement. Adept at designing age-appropriate lesson plans, guiding individual growth, and building strong relationships with both children and families. Teach new employees how to use software used to communicate with families.