

MACKENZIE WOODS

26 GARRISON LANE
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PROFESSIONAL EXPERIENCE

CLIFTON PARK TOWN HALL

Summer Office Clerk

CLIFTON PARK, NY
April, 2016 – Currently Employed

- Registering residents for activities and events
- Closing out the register
- Assisting with event coordination
- Scheduling events and activities
- Answering phones/communicating with subcontractors
- Gathering price quotes

PLANET FITNESS

Front Desk Associate

CLIFTON PARK, NY
January, 2016 – April, 2016

- Completing/editing/canceling contracts and agreement
- Closing out the register
- Closing facility
- Cleaning
- Giving info calls and tours

MARY CLARK

Private Daily Nanny

SARATOGA SPRINGS, NY
June, 2015 – January, 2016

- Full time daily care taker of two children under the age of 4.
- Driving to and from school when needed.

LEARNING TO KNOW EDUCATIONAL CENTER

Lead Preschool Teacher

CLIFTON PARK, NY
November, 2013 - June, 2015

- Manage daily operations and staff in assigned classroom.
- Complete weekly lesson plans, attendance charts, health sheets and cleaning forms.
- Supervise 14 kids under the age of 4.

PARKS AND RECREATION

Head Camp Counselor

CLIFTON PARK, NY
June, 2013 - September, 2013

- Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety.
 - Manage the daily operations of recreational facilities.
 - Organize, lead, and promote interest in recreational activities such as arts, crafts, sports, games, camping, and hobbies.
 - Administer first aid according to prescribed procedures, and notify emergency medical personnel when necessary.
 - Greet new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging participation.
 - Supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
 - Confer with management to discuss and resolve participant complaints.
 - Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrate use of materials and equipment.
 - Complete and maintain time and attendance forms and inventory lists.
- Meet with staff to discuss rules, regulations, and work-related problems.
- Direct special activities or events such as aquatics, gymnastics, or performing arts.

MARSHALLS/HOMEGOODS

Customer Service/Cash Registrar

CLIFTON PARK, NY
January, 2012 - June, 2012

- Confer with customers by telephone or in person to provide information about products and services, to take or enter orders, cancel accounts, or to obtain details of complaints.
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, and adjusting bills.
- Complete contract forms, prepare change of address records, and issue service discontinuance orders, using computers.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Inventory stock and requisition new stock.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

ADDITIONAL SKILLS

- Volunteered in a kindergarten class room Fall '13 for about 25 hours
- Danced for 15 years (Ballet, HipHop and Jazz)
- Played Soccer for 10 years
- Played Lacrosse for 3 years
- Good Work Ethic
- Motivated

EDUCATION

HUDSON VALLEY COMMUNITY COLLEGE
SHENEDEHOWA CENTRAL SCHOOL

TROY, NY UNITED STATES
CLIFTON PARK, NY UNITED STATES