**Claire Johnson**

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  Skills

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| * Behavior management techniques
* Self-motivated
* Leadership skills
* Intuitive
* Adaptable
 | * Communication skills
* Active listener
* Child development
* Detail/task-oriented
* Positive attitude
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  Work History

Nanny, 01/2013 to Current

Various Employers – Sarasota & Gainesville, FL

* Assisted with light housekeeping duties as well as running errands.
* Engaged with children on individual basis to build positive relationships.
* Organized activities that enhanced children's physical, emotional and social well-being.
* Established and maintained safe play environment for children.
* Promoted language development skills through reading and storytelling.
* Assisted children with homework assignments and special projects across different subjects to promote academic success.
* Safely transported children to and from school, medical appointments and extra-curricular activities.

Restaurant Hostess/Busser, 06/2015 to 06/2016

Shore Diner – Sarasota, FL

* Took reservations and to-go orders by phone, answered customer questions and informed of accurate wait times.
* Supported servers, food runners and bussers with keeping dining area ready for every guest.
* Moved and set up seating, prepared extra silverware and table arrangements prior to arrival of large groups.
* Cleaned outdoor eating area and indoor dining room by wiping tables, placing trash in receptacles and restocking napkin dispensers.
* Monitored dining room and guest flow to maximize table usage and minimize wait times
* Monitored seating area and checked restrooms every 30 minutes to keep spotless.

Cashier, 11/2013 to 12/2015

Southpole Christmas Trees – Sarasota, FL

* Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
* Counted cash in register drawer at beginning and end of shift.
* Restocked, arranged and organized merchandise.
* Worked closely with tree deliverers, wreath decorators, and management to solve problems and handle customer concerns.
* Educated customers on promotions to enhance sales.

  Education

Bachelor of Science: Psychology, Expected in 12/2020

University of Florida - Gainesville, FL

* Current 3.77 GPA
* Member of Psychology Club
* Member of Kappa Delta Sorority

Bachelor of Science: Criminology, Expected in 12/2020

University of Florida - Gainesville, FL

* Current 3.77 GPA

High School Diploma: 05/2017

Riverview High School - Sarasota, FL

* Elected to Class President for Senior Class in 2016
* Graduated from International Baccalaureate program
* Graduated with 4.8 weighted GPA
* Member of Math, Science, and English Honor Society
* Member of National Honor Society
* Member of Highland Dance team 2015 - 2017

  Service

* Service trips to both Vietnam and Cambodia
* Participation in All Faith's Food Bank Drives
* Fundraiser for Prevent Child Abuse America & Girl Scouts
* Participation in service work across various organizations in Gainesville