

# Carla Goodrich-Jones

Bennington, VT 05201

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Attentive, nanny with background caring for multiple children simultaneously. Positive role, model focused on supporting development and teaching new skills. Certified in first aid and CPR with dedication to creating a safe and engaging learning environment and considered hard-working, reliable with great interpersonal skills.

Authorized to work in the US for any employer

## Work Experience

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### **Family Nanny**

Mikac Family - Winston-Salem, NC

February 2022 to Present

- Built positive and nurturing environment to support children's social emotional growth
- Establish lasting professional connections with families, children by encouraging open communication and delivering positive feedback.
- Played games, worked on puzzles, and read books to young children.
- Fed, bathed, dressed, and helped with teeth brushing as part of bedtime preparation.
- Organize different types of activity to enhance physical and intellectual development.
- Taught children every day, skills and language.
- Assisted with housework, such as laundry and cooking.
- Implement a daily routine to maintain structure and stability.
- Transported children safely to school activities and appointments on time.

### **Preschool Teacher**

A child's world child care center - Clemmons, NC

February 2021 to February 2022

- Built positive and nurturing environment to support children's social emotional growth
- Developed weekly lesson plans and activities to encourage children and to promote learning.
- Played games, worked on puzzles, and read books to young children.
- Maintained structure and stabilized classroom for children to learn and feel safe
- Gave one on one attention to children while maintaining overall focus on entire group
- Established positive communication with parents, and daily conversation and formal conferences.

### **Inventory/Receiving Clerk**

The pharmacy Inc. - Bennington, VT

November 2014 to January 2021

- Maintain a log all products coming into the Pharmacy, retail, and Durham medical equipment, departments.
- Check actual inventory against computerized records.
- Report any discrepancies in inventory records to the pharmacy manager and owner.
- Price and label all inventory to federal and state allowances.

- Check invoices against product and price verified and sent to accounts payable department .
- Keep accurate spreadsheets of out dates, theft, and donation of products.
- Place orders daily for all three departments staying within guidelines and percentage just given to me by the owner.
- Accounts payable

### **Licensed Nursing Assistant**

BAYADA Home Health Care - Bennington, VT

June 2008 to January 2021

- Maintain a safe and positive environment for all patients.
- Communicating with patients, family, and office staff.
- Assist patients with ADL, Such as bathing, dressing, grooming, incontinent care, and transferring, to name a few.
- Measure and keep accurate records of patient care.

## Education

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### **High school diploma in General**

Burr & Burton Seminary - Manchester, VT

September 1986 to May 1990

### **High school diploma**

## Skills

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- Inventory Control
- Pharmacy Technician Experience
- Typing
- Microsoft Word
- Cash handling
- Customer service
- Time management
- Journal entries
- Sales
- Microsoft Excel
- Bank Reconciliation
- Purchasing
- Customer service
- QuickBooks
- Childcare
- Sales
- General Ledger Accounting

## Certifications and Licenses

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### **CPR Certification**