

# Chloe Schultz

Fort Collins, CO 80521  
[chloeschultz258@gmail.com](mailto:chloeschultz258@gmail.com)  
307-752-9216

## Work Experience

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### **ASSISTANT TEACHER**

HEALTHY SPROUTS DAYCARE  
April 2018 to August 2018

My duties included to caretake young children ages 7-13, but my main room was with infants. I changed diapers, and loved teaching the kid's new crafts, schooling, and lots more. I highly enjoyed this job but had to leave due to moving to Fort Collins.

### **HOUSE MAID**

SUPERVISER  
February 2018 to April 2018

FOR: AMERICAN MAIDS

My duties here included cleaning residential homes, and commercial companies throughout Sheridan. Our company has been awarded for 10 years as the number one in Sheridan Wyoming and we received many compliments on the daily, I loved this job but had to resign due to the lack of hours.

### **CNA, HOME HEALTH AIDE**

SUPERVISER  
October 2017 to January 2018

My duties were to care take people, clean their homes, cook for them, answer phone calls, make appointments, and drive them to where need be. Very good review from all workers, and supervisors, left from lack of hours.

### **CNA - Certified Nursing Assistant**

Green House Living for Sheridan  
September 2016 to October 2017

307-672-0600

CNA, GREENHOUSE LIVING OF SHERIDAN

My duties were to care take people, clean the building, cook for them, answer phone calls, and be socially dependable. I was told I did a very good job of showing sympathy and was employee of the month in November of 2017. Left because of management.

### **FRONT DESK, SERVER HOUSE CLEANING**

SUPERVISER  
August 2015 to September 2016

My duties were to answer calls at the front desk, book rooms for guests, check guests in and out, communicate with management, housekeeping, and maintenance. I received employee of the month in December of 2015 when working for them. Left because I received a new job.

## Education

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### **DIPLOMA**

SHERIDAN HIGH SCHOOL

2017

### **BUSINESS**

FRONT RANGE COMMUNITY COLLEGE

## Skills

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CUSTOMER SERVICE, PROBLEM SOLVER, Early Childhood, Teacher Assistant, Child Care, Childcare Provider

## Certifications/Licenses

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### **CNA**

Certified nursing assistant through the state of Wyoming.

### **CPR/AED**

CPR certified through Wyoming.

## Additional Information

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### SKILLS

- People person
- Good communication
- Problem solver
- Background in appointment set-ups
- Good customer service
  
- Self-management
- Planning and research skills
- Leadership and management
- Organization
- Good with phone calls