

Elija Rae Ware

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A versatile and creative go-getter that expands team member capabilities in a fast paced environment hits the ground running with an adaptive mindset; who provides best-in-class customer service and communications in a variety of business settings.

Experience

Trails & Tails Pet Boarding, Durango CO/Fort Collins CO

August 2018 - Current

Self Employed Independent Contractor

Business development, active efficient communication through phone/email/social media platforms, marketing design, social media ad campaigns, edited and produced content, writing and audience development, scheduling, appointment confirmation, general bookkeeping through QuickBooks.

Domenics' Bistro, Fort Collins CO

June 2020 - Current

Server

Team collaboration, customer interaction, active listening, mathematics, receiving and processing banking transactions, ledger balancing, attention to detail, organization, authorizing gift certificates, conducting training exercises and hiring interviews, multitasking and real time problem solving in a fast paced environment.

Golden Peaks Center Genesis Healthcare, Fort Collins CO

Dec 2020 - June 2021

Recreational Activities Assistant

Scheduled specific activities for seniors with dementia, daily one on one interaction with twelve specific patients, pioneered recreational projects, event distribution.

Cottonwood Valley Charter School, Socorro NM

Feb 2019 - June 2019

Educational Assistant

Organized and facilitated a conducive learning environment, maintained lesson schedules throughout the calendar year and monitored progress, administered original ideas to expedite individual progress based on unique educational requirements, scheduled collaborative interaction with parents and lead teacher to impart academic achievements, produced organized scheduling systems for appointments and in order to effectively track progress through multiple subjects. Focused in working with special needs students grades K-3rd.

Certifications acquired: Level One K-12 Substitute Teacher Certification (State of NM, exp. 06/30/2022), Level One Pre K-12 Educational Assistant License (State of NM, exp. 06/30/2022)

Healthy Hounds & Fat Cats, Durango CO

March 2016 - August 2018

Receptionist/Day Care Attendant

Analyzed and documented data for plan of care, written and verbal customer communication, scheduling, inventory and ordering logistics, produced and published social media content, animal interaction, administered medical treatment as needed to dogs and cats, organized and updated showroom products.

Education

Southwest Institute of Healing Arts, Tempe AZ

Fall 2020- Current

Pursuing a degree in Transformational Psychology and Holistic Health. Certified Herbalist: Oct. 13, 2021. Certified Women's Leadership Facilitation: Feb. 6, 2022.

References

Available upon request.