

LaShonda K. Range

1208 W. 9th st., Michigan City, In 46360; phone: (219)814-7770 email: lkrange@gmail.com

EDUCATION

Chicago State University, Chicago, IL

- Bachelor of Science Degree in Business Education
- Expected date of Graduation:?
- GPA: 3.48/4.00; Dean's List—1 semester
- Future Teacher's Organization
- Completed courses in Elementary Education; 2006-2009
- No degree as of yet

Indiana University, Bloomington, In

- Completed courses in Elementary Education; 2004-2006

EXPERIENCE

Aramark-LaPorte Juvenile Correctional Facility, Michigan City, IN

Summer, 2013-present

Food Service Supervisor

- Prepared meals
- Ordered all food supplies and communicated with Vendors
- Recommended new ideas for the kitchen
- Assisted and completed daily paperwork
- Oversaw all managerial duties, filing, emails, phone conferences, meetings
- Maintained a positive environment between staff and students
- Managed staff and scheduling at a location with three employees
- Monitored offenders while they work in the kitchen
- Served as a leader to train staff and students daily on sanitation and safety
- Attended several training workshops such as Civil Rights Compliance Child Nutrition Programs and annually Aramark trainings
- Completed my ServSafe certificate

Kids R Kids Daycare, Michigan City, In

Spring, 2011-2014

Childcare Provider

- Planned daily activities for the children
- Recommended new ideas for the daycare
- Designed bulletin boards throughout the center
- Prepared snacks and meals throughout the day for the children
- Monitored the children while they worked on their school work
- Attended various activities to improve my learning.

Safe Harbor Program, Michigan City, In

Winter 2012-2013

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Homework Assistant and Camp Counselor

- Assisted children with their homework
- Recommended new ideas for the program
- Designed bulletin boards throughout the year
- Completed daily paperwork
- Attended workshops to improve my learning skills

Chicago State University, Chicago, IL

Fall, 2006-2009

Student Worker (ELCF, Special Education, Early Childhood, Bilingual, Pharmacy)

- Categorized the file cabinets, shelves and storage room
- Completed daily task for the professors, chair, and secretary
- Demonstrated excellent secretarial skills
- Answered the telephones with proper technique

Peek-A-Boo Learning Center, Michigan City, In

Summer, 2003-2011

Childcare provider

- Planned daily activities for the children
- Recommended new ideas for the daycare
- Designed bulletin boards throughout the center
- Prepared snacks and meals throughout the day for the children
- Monitored the children while they worked on their school work

Boys and Girls Club, Michigan City, In

Summer, Fall June 2008-December 2008

Camp Counselor and Mentor

- Developed a Unit and Lesson plans for the summer
- Communicated new ideas with other group leaders
- Set goals with children on for our group projects
- Directed the groups end of the year presentation
- Organized many of the activities and field trips

North Central Community Action Agency, Michigan City, In

Summer, 2007, 2006, 2005

Camp Counselor

- Motivated the kids to participate actively with the other children and adults
- Supervised over 30 children on a daily basis
- Served as a mentor to some of the summer camp children
- Prepared daily activities for the children to engage in.
- Organized field trips and other outdoor activities

Chicago State University, Chicago, IL

Fall, 2006

Volunteer-Dean's office

- Assisted the secretary in the office by filing and typing

Kmart, Bloomington, In

Fall, 2005-2006

Cashier and Jewelry Assistant

- Increased sales during my time as a cashier
- Trained new cashier workers throughout the year.
- Built a friendly relationship with the customers and co-workers.

SKILLS

- Proficient in Microsoft Word, Excel, Power Point, and Access

References

Available upon request