

Monica Herman

EXPERIENCE

SUBSTITUTE TEACHER & PARAPROFESSIONAL • EDUSTAFF

JANUARY 2022 - PRESENT

- Prepares for each class, organizes assignments, utilizes resources to promote participation and success.
- Successfully adaptable in covering additional classes if school is short-staffed beyond assignment.
- Documents all events of the day and reports conflict, illnesses, and other concerns.
- Creates a positive and welcoming learning environment and ensures efficiency and safety through policy implementation and procedures.

FARM ASSISTANT MANAGER • FAMILY FARM

MARCH 2016 - PRESENT

- Encourages a productive farm operation, understanding crop value, land management, and assisting in safe and profitable outcomes.
- Assists with daily labor and projects, land maintenance, harvesting, and preservation.
- Compiles and organizes data, including expenses, fees, and deductible tax expenditures.

CLIENT SERVICE ASSOCIATE & TELLER • INDEPENDENT BANK

AUGUST 2017 - SEPT 2018

- Handled small and large cash transactions while keeping confidential information accurate and current, as well as surpassing sales.
 - Built loyal clientele through high-level customer satisfaction and through strong knowledge and recommended products such as loans or deposit accounts to customers based on need or preference.
 - Assisted managers to encourage and lead new hires to follow procedures and regulations.
 - Promoted communication with customers, bank employees, and businesses with mutual clients through telephone, fax, interpersonal and email.
 - Researched companies and client prospects and met with team weekly to discuss findings.
-

ADDITIONAL EXPERIENCE

ASSISTANT HEAD TELLER

Post Community Credit Union

February 2015-April 2016

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

AMERICAN PUBLIC UNIVERSITY

BACHELOR OF ARTS, GENERAL BUSINESS

OLIVET COLLEGE

CONTACT INFORMATION

CELL: (269) 274-6491

EMAIL: blueskiesbutterflies3@gmail.com