

NANSI HERNANDEZ

Aurora, IL 60505

WORK EXPERIENCE

Group House Staff - May 2017 - Current

- Support developmentally disabled children in a residential group home setting.
- Guided girls on cooking, cleaning, and managing their own success.
- Assist 4 - 6 children with daily living skills. Document progress on activity and in-home personal goals.
- Prepared healthy meals, and snacks.
- Experience with incident reports, shift reports, and ITP progress notes
- Provide leadership for the Deaf youth's life space

Special Needs Camp Counselor - Evanston, IL - June 2019 - July 2019

- Provided supervision as a one-on-one counselor to an autistic camper to help them to socialize and perform daily activities
- Organize and lead small and large group activities such as crafts, nature, games, swimming, archery, and family night
- Responsible for providing a safe environment for the children in the program.

Sales Associate - GAP, Oak Brook, IL - June 2008 - August 2009

- Processed the customer transactions in the point of sale system, including sales, returns, and exchanges.
- Ensure the neat, clean and organized areas throughout the stockroom and selling floor.
- Scanned, recorded, and verified received inventory during weekly shipments.
- Maintained a clean, neat, and orderly stock room, sales floor, all areas of the store at all times during and after business hours.

Office Assistant - School of Allied Health & Communicative Disorders, NIU. , DeKalb, IL - January 2008 - May 2008

- Responsible for all aspects of the day to day running of the filing, and copying.
- Manage the documents in proper way.
- Handled private document of academic.
- Alphabetize file create and organized of document, scans, and print

Customer Service Associate - Target, North Aurora, IL - August 2006 - August 2007

- Counted and returned correct change to customers
- Utilized cash register machine
- Setup displays for new merchandise
- Operated a cash register to process cash, check, credit card transactions
- Replenishment floor stock
- Met customer and provided immediate assistance
- Folded, hung, and worked clothing back out to sale in a timely fashion

EDUCATION

High School Diploma, General Studies - Streamwood High School, Streamwood, IL USA - 2007

SKILLS

- Microsoft Office
- Fluent in American Sign Language (ASL)
- Strong teambuilding/problem solving
- Time management
- Commitment
- Strong knowledge in childcare for children with special needs

CERTIFICATIONS

- American Heart Association: CPR/AED Health Care Provider (Renewed 2019)

VOLUNTEER WORK / COMMUNITY SERVICE

Deaf Planet Soul, INC (Nonprofit Organization) - January 2018- Current

- Participated in Soldier Field NPO Fundraising program, maintaining condiment stations
- Assisted in set up and clean up fundraising events
- Assisted in marketing and advertisement for various nonprofit programs and events
- Assisted in hosting several dozen nonprofit events, workshops and fundraisers
- Mentored several Deaf adults with disabilities, teaching vocational, communication and independent living skills