

Anna Stoner

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Objective

To obtain full-time employment with a company that provides an upbeat, encouraging environment. I would prefer a job that allows for constant interaction with others and that is task-oriented.

Employment History

ESL Teacher

April 2009-Present. Feinshule. Ssangmun Station area

- Taught kindergarten and elementary students (age 4-14)
- 6 months teaching experience

Office Assistant

January 2009-March 2009. Health Professionals, Ltd

- Personal Assistant to Dr Steven Cullinan
- Catalog and organize a small library
- Electronic filing

Circulation Desk Assistant

February 2007-December 2008. UIC Library of the Health Sciences- Urbana, IL

- Help students find printed material
- Catalog Books
- Check in/out books, AV equipment, and etc.

Sales Associate

June 2007-September 2008. Victoria's Secret-Peoria, IL/ Champaign, IL

- Work closely with customers and co-workers
- Cashiering
- Precise detailing of store and merchandise

Front-End Cashier

June 2006- January 2007. Menards, Inc. Peoria, IL

- Register work
- Basic knowledge of hardware departments (plumbing, tools, flooring, etc.)
- Customer Service

Sales Associate

November 2004- January 2008. CAT Merchandise Centre- Grand Shoppes. Peoria,IL

- Help customers with merchandise
- Register work
- Precise detailing of store and merchandise
- Inventory of store merchandise

Education

Illinois Valley Central High School. Chillicothe, IL

- Graduated May 2005 (GPA 3.9)
- Top 15% of class, National Honors Society, French National Honors Society, Snowball Executive Board, 4 years in Marching Band, Band Section Leader, Scholastic Bowl Member, Led after-school care for primary school students.
- Fiesta Bowl Parade 2005

August 2005- December 2008. University of Illinois. Urbana-Champaign, IL

- Bachelors of Science in Anthropology with a concentration in Bioanthropology and Archaeology. (GPA 3.0)
- Board Member and Treasurer of October Lovers club, active member of Philippine Student Organization, Illini Pride, Volunteer Illini Projects.

Other Experience

Great problem-solving skills, works well with computers, people-person, easy to get along with, works well in group environments, motivator, good organizer of people and things, able to plan events/outings,

- University of Illinois Treasurers Workshop
- University of Illinois Study Abroad: Barcelona, Spain- I developed skills needed to see other points of view, and deal with situations which are out of my element.

- University of Illinois Leadership I-Program-Insight: I developed a sense of social awareness and Emotional Intelligence in a way that has helped me become a more perceptive leader.
- University of Illinois Leadership I-Program-Intersect: I developed interpersonal and teamwork skills which has made me increasingly aware of my role within diverse social and professional interactions.