

## Sue Per Parent

Green Bay, WI 54303 (123)456-7890 sueper.parent@gmail.com

---

### SUMMARY OF QUALIFICATIONS

- Self-motivated; strong work ethic
- x Able to handle several projects simultaneously
- Strong communication and interpersonal skills
- Critical thinker, problem solver, and decision maker; able to set effective priorities to achieve long term goals
- Effective time management, organization, and multitasking skills
- Leadership experience; active and collaborative team player
- Bilingual: English and Hmong

### EDUCATION (can omit if no education past high school)

**Northeast Wisconsin Technical College**, Green Bay, WI  
Associate Degree,

*Expected Graduation: Month Year*

### EXPERIENCE

#### Family Coordinator

March 2018 Present

Green Bay, WI

- Manage household expenses, creating detailed, effective budgets
- Support multiple competing needs, schedules, and priorities, overseeing the needs and tasks of multiple individuals to maintain optimal outcomes
- Create and coordinate a detailed calendar of activities and events, including academic deadlines, travel, and appointments/meetings
- Build engaged relationships with health care professionals, academic administrators, and program leaders to ensure alignment with all needs
- Navigate complex interpersonal challenges, mediating issues to build vital communication and issue resolution skills

#### Administrative Assistant

June 2016 March 2018

ABC Company, Green Bay, WI

