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## DAVID J. SHAYS

### OBJECTIVE

I will use the acquired skills and knowledge needed in the work place and to become an asset to the existing team while achieving both personal and professional growth. Also, to obtain the position for After School All Stars, which will offer a variety of challenges and responsibilities, is where my abilities and skills can be fully utilized.

### WORK OF EXPERIENCE

- |   |  |             |
|---|--|-------------|
| May, 2006- January, 2007  | <b>Hot Dog Heaven</b>                          | Orlando, FL |
| <b>Cashier/ Food Prep</b>   |  |             |
| * Cashier   |  |             |
| * Food Prep   |  |             |
| * Customer Service  |  |             |
| * Stocking  |  |             |
| January, 2007- December, 2007   | <b>Pac Sun</b>                                 | Orlando, FL |
| <b>Cashier/ Customer Service</b>  |  |             |
| * Cashier   |  |             |
| * Sales   |  |             |
| * Customer Service/ Call Support  |  |             |
| * Shoes   |  |             |
| * Stocking  |  |             |
| * Fitting Room  |  |             |
| September, 2007- August, 2008   | <b>Faith Assembly Pre-School</b>               | Orlando, FL |
| <b>Co-teacher/ Teacher Assistant</b>  |  |             |
| *Preparing play and learning materials to set up children's environment             |  |             |
| *Supervised children's play with making sure of their safety                        |  |             |
| *Help children with daily routines such as dressing, toileting, eating and sleeping |  |             |
| *Also responsible for preparing meals and snacks                                    |  |             |
| *Responsible for various other duties as assigned                                   |  |             |
| July, 2008- November, 2011  | <b>Central Florida YMCA</b>                    | Orlando, FL |
| <b>Program Coordinator (OCPS Schools)</b>   |  |             |
| * Supervising and training all support staff  |  |             |
| * Ensure a successful youth program   |  |             |
| * Organizing and directing program segment day to day operations                    |  |             |
| * General supervision and management of school site                                 |  |             |
| * Staffing  |  |             |
| * Daily Schedule for program  |  |             |
| *Provided guidance on children's behavior and social development                    |  |             |
| November, 2011- August 2015   | <b>City of Orlando After-School All- Stars</b> | Orlando, FL |
| <b>Site Supervisor (OCPS Schools)</b>   |  |             |
| * Enforce regulations under the program guidelines                                  |  |             |
| * Implement and maintain an appropriate learning environment for the students       |  |             |
| * Supervise and train the student assistants  |  |             |
| * Plans and coordinates staff and parent meetings                                   |  |             |
| * Works in classrooms as a teacher on an as needed basis                            |  |             |
| * Ensure a successful youth program   |  |             |
| * Organizing and directing program segment day to day operations                    |  |             |
| * General supervision and management of school site                                 |  |             |
| * Daily Schedule for program  |  |             |
| *Provided guidance on children's behavior and social development                    |  |             |

## EDUCATION

August, 2004- May, 2008 High School Diploma * Honor roll	Colonial High School	Orlando, FL
September, 2007- May, 2008 Marketing Management/ Accounting * Inventory Control Clerk Certificate (OCPS C) * Layout Designer/ Planner Certificate (OCP C) * General Bindery Worker Certificate (OCP E) * Copy Center Technician Certificate (OCP A)	Mid-Florida Tech	Orlando, FL
August, 2010- 2013 A.A Degree of Business Administration * High GPA	Valencia Community College	Orlando, FL
August, 2015- Present Bachelor Degree of Business Administration/ Education	University of Phoenix	Orlando, FL

## SKILLS

- Computer Skills  
Software / Applications:  
Microsoft Office MS Word, MS Access, MS Excel, MS FrontPage, MS Project Internet Explorer, PowerPoint, Adobe Photoshop, Adobe Illustrator QuickBooks, World Ship, Oracle
- Type 50 words per min
- Organization/ Communication Skills
- CPR and First Aid certified
- Great hand skills and quick learner
- Professional appearance, attitude and demeanor