

MARGARET ADAMS
1000 East Main Street
Streator, Illinois 61364
815/672-0000

**SUMMARY OF
QUALIFICATIONS**

Experienced in customer relations and clerical responsibilities through documentation of activity records and cashiering. Responsible for the supervision and well-being of both children and disabled adults in residential care settings.

EDUCATION

Advanced Accounting Certificate, May 2002
Illinois Valley Community College, Oglesby, Illinois
Related Coursework:
Managerial Accounting, Financial Accounting, Principles of Finance

**COMPUTER
EXPERIENCE**

Microsoft Office, including Word, PowerPoint, Excel and Access
QuickBooks, Internet research, E-mail

**CLERICAL
SKILLS**

- Provided customer services to grocery store customers;
- Ran cash register to complete sales transactions;
- Balanced cash register receipts at end of shift;
- Documented the performance of all activities and programs of residents with disabilities in resident's charting to comply with State of Illinois guidelines;
- Maintained daily journal for parents describing activities and development of children.

**ORGANIZATIONAL
SKILLS**

- Provided daily care for twin girls, including nutritional planning and preparation of meals and transportation to scheduled activities;
- Supervised children in all learning and play activities;
- Organized and supervised theme parties for 15 children;
- Coordinated and scheduled repair services for household.

**COMMUNICATION
SKILLS**

- Assisted residents of 16-bed facility with maintenance of daily living programs including activities of personal hygiene, speech, physical therapy, and self-administered medications;
- Involved residents of sheltered care facility in varied recreational activities;
- Supervised five to six residents on outings to stores, churches theaters, and amusement parks;
- Learned some sign language while assisting resident who was deaf.

**WORK
HISTORY**

Professional Nanny, Gary White, Attorney at Law, Naperville, Illinois,
August 1993 to May 2002

Certified Habilitation Aide, Streator Unlimited, Knox Estates,
Streator, Illinois, November 1991 to August 1993

Cashier, Food Expo, Streator, Illinois, May 1989 to November 1991