

SUSAN HOSN
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Objective: To obtain a position as a Child Care Worker which offer challenges and responsibilities where my abilities and skills can be fully utilized.

EDUCATION:

Temple University **01/2014-Present**
1801 n. Broad Street
Philadelphia, PA 19122

Associate of Arts **01/2011-12/2013**
Bucks County Community College
275 Swamp Road, Newtown, PA
18940

PROFESSIONAL EXPERIENCE

Fisher Clinical Services
Logistics/ Material Technician **2011-2013**

- Assist Logistics/ Materials Manager, Logistics Supervisor and Warehouse Technicians in establishing procedures for timely review of CTMS projects.
- Assure all Site shipments are processed in accordance with Distribution Job Summary created for a specific project.
- Report any shipping or inventory discrepancies between clients and FCS.
- Assist in maintaining and monitoring Inventory in FastPic System.
- Participate in ongoing process improvement

Fisher Clinical Services
Logistics/ Return Goods Technician **2008-2011**

- Applies Goods Manufacturing Principle in all areas of responsibility. Demonstrates and promotes the company visions. Flexibility and be able to complete multiple tasks.
- Ensure returned goods inventory is maintained and accurate, and that all pallets are orderly. This includes moving returned goods containers to the proper storage location (device) for each event.
- Support logistics department management by completing projects on time. Provide suggestions and improvements to logistics management regarding work related processes and procedures.
- Provide assistance to co-workers and other departments when deemed necessary. Work overtime when deemed necessary.

Roland's Kids **Morrisville, PA** **2009-2010**
Child Care Workers

- Organize and participate in recreational activities, such as games. Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Organize and store toys and materials to ensure order in activity areas.

African Youth Glory Program

Community Youth Mentor

2011-2012

- Help kids set their daily and career goals.
- Counsel kids with behavior improvement.
- Plan and implement fun and social activities. Examples, movies, field trip, basket practices, bowling etc.
- Monitor and track kids progress toward behavior improvement and career path.

References furnished upon request