

29 General Pulaski Dr.  
Salem NH, 03079  
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# Kaylee Dufour

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## SKILLS

- Education and Training
- Music (vocals)
- Child Discipline
- English Language
- Writing
- People Skills
- Fine Arts

## EXPERIENCE

### **Create and Discover, Salem NH** – *Teacher*

June 2016 – PRESENT

- Responsible for planning activities for students (ages 2-5).
- Helping children through disagreements and other social interactions.
- Able to discipline children when necessary and talk through wrongdoings to help understand why disciplinary actions were taken.
- Give emotional and academic support to children.

### **Gordon College Mail Services, Wenham MA** – *Mail Clerk*

January 2016 – May 2016

- Verifying that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
- Read production orders to determine types and sizes of items scheduled for printing and mailing.
- Place incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags in sacks and bins.
- Weigh packages or letters to determine postage needed, using weighing scales and rate charts.
- Sort and route incoming mail, and collect outgoing mail, using charts as necessary.
- Remove containers of sorted mail/parcels, and transfer them to designated areas according to established procedures.
- Release packages or letters to customers upon presentation of written notices or other identification.
- Sell mail products and accept payment for products and mailing charges.

### **Gordon College Dining Services, Wenham MA** – *Server*

September 2014 – May 2016

- Place food servings on plates or trays according to orders or instructions.
- Prepare food items, such as sandwiches, salads, soups, or beverages.
- Total checks, present them to customers, and accept payment for services.

### **Subway, Salem NH – Server**

May 2015 – August 2015

- Take orders from customers and cook foods requiring short preparation times, according to customer requirements.
- Restock kitchen supplies, rotate food, and stamp the time and date on food in coolers.
- Perform food preparation tasks, such as making sandwiches, carving meats, making soups or salads, baking breads or desserts, and brewing coffee or tea.
- Perform general cleaning activities in kitchen and dining area.
- Accept payment and make change or write charge slips as necessary.

### **Skin Solutions Day Spa, Salem NH – Receptionist**

August 2012 – June 2014

- Receive payments and record receipts for services.
- Transmit information or documents to customers, using computer, mail, or facsimile machine.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Schedule, maintain, and update appointments and appointment calendar.
- File and maintain records.

## **EDUCATION**

### **Holy Family Academy, Manchester NH – High School Diploma**

September 2009 – June 2014

### **Gordon College, Wenham MA – Undergrad: Education and Linguistics**

June 2014 – May 2016

### **University of New Hampshire, Manchester NH – Undergrad: English Teaching**

August 2016 – present