

Tanysha Thompson

(310) 925-5900

thompsonanysha97@gmail.com

Highly motivated, teachable, hardworking professional with five years of experience in general and particular education tailored to the specific needs of clients and professional organizations.

Skills & Abilities:

- Customer Service
- Flexible
- Micro Soft Office Suite
- Inventory Control
- Well Organized
- Operate Pallet Jack
- Data Entry
- Punctual
- Able to work quickly
- Enjoy helping others
- Problem-Solving
- Excellent Communication
- Team - Player
- Cheerful outlook
- Reliable/Dependable
- Able to meet deadlines
- Able to follow directions
- Able to work unsupervised

Experience:

IQ Academy

Educational Learning Coach

Simi Valley, CA
August 2018 – Present

- Plan and prepare curriculum.
- Report students' daily attendance.
- Manage assignments and deadlines.
- Collaborate with school staff regarding student progress.

LA Regional Food Bank

Quality Control Clerk

Vernon, CA
March 2017 – July 2017

- Operated Pallet Jack
- Inspected Inventory and ordered supplies.
- Inputted information into the database.

LA Conservation Corps

Recruitment Assistant

Los Angeles, CA
January 2016 – November 2016

- Scheduled interviews
- Conducted new hire orientation.
- Purchased supplies and maintained inventory and invoices.

LA Conservation Corps

Conservationist I & II

Los Angeles, CA
January 2005– July 2008

- Installed low-efficiency weatherization and irrigation.
- Participated in tree canvassing and environmental sanitation.
- Collected, sorted, and weighed recyclables.

Education

Southern New Hampshire University Manchester, New Hampshire
BA Psychology/ Sociology Minor December 2023

References Available Upon Request