

Christina Ragona

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(847) 804-1946

Summary of Qualifications

- Excellent communication, customer service, and conflict resolution skills, and capable of quickly learning and applying new skills, effectively working as part of a team
- Experience utilizing confidential database programs, including Banner, and coordinating appointments and calendars for advising staff
- Proficient in Microsoft Word, Excel, Access, PowerPoint, Publisher and Outlook, and in conducting in-depth Internet research

Education

Bachelor of Arts Degree, emphasis in Art and Psychology
The Evergreen State College, Olympia, WA

March 2022

Experience

Paraeducator

Olympia School District, Olympia WA

April 2022-June 2022

- Assisted teacher for the purpose of implementing lesson plans
- Maintained classroom equipment, student's files, records, etc. for the purpose of ensuring availability of items as may be required.
- Lead small groups
- Descculated students behavior
- Monitored individual students, classroom and/or playground activities for the purpose of providing a safe and positive learning environment.

Peer Advisor/ Student Worker

September 2021-March 2022

The Evergreen State College, Olympia WA

- Assist students to schedule advising appointments and provide office support for eight-person Advising staff
- Utilize database management software, including Banner, Access and Calendar Manager to input, update and maintain confidential records
- Assisting students to help them successfully navigate their education at Evergreen
- Experience utilizing confidential database programs, including Banner, and coordinating appointments and calendars for advising staff
- Honed time management and planning skills by maintaining full-time academic status and employment

Self-Employment

July 2018-Current

100 Horses Raku, Olympia WA

- Broadened and maintained an extensive network of contacts and clients
- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company budget by controlling project expenses.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc
- Developed prototypes and models to be created for products
- Designed the entire product packaging such as display and pricing of product.
- Ability to maintain a neat and clean work area always

Sales Manager

August 2015-August2021

Furniture Works, Olympia WA

- Organized databases to track business contacts and was commended for attention to detail and accuracy
- Excellent communication, customer service, and conflict resolution skills with proven ability to effectively supervise up to four employees and in fast-paced environments
- Served as a successful leader, promoting and achieving store success.
- Successfully handled visual merchandising and worked to promote company vision
- Trained and supervised staff of 4 employees by delegating product placement, in-store display set up, and customer support to ensure sound operation of sales floor
- Assisted with consignment payout and distributed checks to consignors

Internship

January 2014-June 2014

Lindon Toney's Woodworks, Olympia WA

- Multitasking several projects at once
- Demonstrated ability with arts and crafts skills
- Utilized and maintained knowledge of various hand and power tools on regular basis
- Assisted artist in show set up, and marketing

Studio Art Assistant

January 2013-June 2013

South Puget Sound Community College, Olympia WA

- Keeping a studio organized and cleaned
- Assist in classroom activities
- Maintaining: glazes, chemicals, clay and dry materials.
- Maintaining studio stock of recycled clay.