

Tera Waddell

4209 Old Charlotte Hwy, Monroe, NC 28110 | (704) 290-5100

WORK EXPERIENCE

Homemaker and Home School Administrator

January 1999 to Present

- *Manage all household responsibilities for a family of five*
- *Plan menus, shop economically, and provide healthy meals each day*
- *Responsible for educating my children from preschool to the graduation of high school*
- *Plan and prepare yearly school curriculum, yearly testing and required documentation to comply with homeschool laws*
- *Record keeping and organization of schedules and activities each day*
- *Identify strengths and weaknesses for each child and develop a plan for growth*
- *Provide a learning atmosphere that is tailor made for each child and encourages setting goals*
- *Counseled each child/student to pursue a well suited career*
- *Graduated two of three students at present*

Banner Plumbing - Administrative Assistant

January 1999 to Present

- *Provide quality customer service to all prospective and existing customers*
- *Assist with business marketing campaigns*
- *Light filing and bookkeeping*

Chick-fil-A - Back of House Team Member

October 2024 to June 2025

- *Prepared, cooked, assembled, and presented food orders quickly and safely, while adhering to Chick-fil-A's quality standards*
- *Supported the kitchen team and responded quickly to changes to orders*
- *Completed in-house training and stayed up-to-date on new products and changes*
- *Assisted with training new employees*
- *Kept the kitchen clean, organized, and stocked with inventory*

PROFESSIONAL SUMMARY

Caring, compassionate, and upcoming graduate of with an Associate of Arts degree, who has persisted without exception to complete the degree in one year. Future plans include obtaining a Bachelor and Master of Arts degree in psychology. Desires to become a licensed counselor and fulfill a dream of being a safe place for others, offer them hope, and encourage them to embrace their true selves.

EDUCATIONAL BACKGROUND

South Piedmont Community College

Associate of Arts Degree

2024 Currently pursuing

Union County Agricultural Center

Master Gardener Classes

2023

SKILLS & PROFICIENCIES

- Seasoned Gardener
 - Rooting and growing vegetables, flowers, bushes, trees
 - Familiar with many growing methods such as traditional gardening, hay bale gardens, raised bed gardening, and greenhouse growing
 - Planning and organizational skills
 - Time management
 - Written and oral communication skills
 - Word, PowerPoint
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