

**CORNERSTONE CHARTER ACADEMY CORNERSTONE
CHARTER ACADEMY HIGH SCHOOL Governing Board
Candidate Application**

Date: 4/20/19

Name: Jennifer A Hummel
First Middle Last

Home Address: 1634 Wind Willow Rd Belle Isle FL 32809
(Street) (City) (State) (Zip)

Phone: 407.858.1551 E-mail: mollyandmax2@cs.com

Employer Name: Homemaker / Stay at home mom

Title / Position: _____

Type of business or organization: _____

Do you have any children attending Cornerstone Charter Academy? yes, 2 children

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check? Yes No

Please Check each area of expertise you would contribute to the board:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Community Service | <input type="checkbox"/> Management |
| <input type="checkbox"/> Fund Raising | <input checked="" type="checkbox"/> Public Relations |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Grant Writing |
| <input checked="" type="checkbox"/> Parent Involvement | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Education | |
| <input type="checkbox"/> Law | |
| <input type="checkbox"/> Personnel | |
| <input type="checkbox"/> Finance | |

Please tell us anything else you'd like to share: I would like to help shape the future of Cornerstone Charter Academy to continue its path as one of the premier charter schools in Florida.

****Please attach a resume / curriculum vitae to this application.**

Thank you very much for applying

Please return this application to Bob Francis (City of Belle Isle City Manager)
<mailto:bfrancis@belleislefl.gov>

Jennifer Hummel

Mollyandmax2@cs.com
1634 Wind Willow Rd, Belle Isle FL 32809
407-858-1551

Career Objective: Confident, dependable, secretarial professional with wide array of skills and progressive experience in office management.

Professional Skills

- MS Word
- MS Excel
- File Management
- Telephone Skills
- Management Skills
- Customer Service Skills

Protean Design Group

March 2014 to September 2016

Administrative Secretary

- Provide Administrative Secretary skills to over 20 employees
- Answered all incoming phone calls
- Typed documents such as correspondence, drafts and memos and emails
- Coordinated and scheduled all Employee reviews
- Opened, sorted and distributed incoming mail
- Purchased and maintained office supply inventories
- Operated Vision Accounting software to record, store and analyze month billings
- Maintaining all files for individual projects

Coco Key Hotel and Water Park

June 2010 to December 2011

Front Desk Agent & Water Park Front Desk Agent

- Check guests in and out in a timely and courteous manner
- Provide Excellent Customer Service
- Make Reservations using the Opera System
- Take Credit Card or Cash payment for Hotel Charges
- Manage My Own Bank of Money
- Checking Guest Room Balance and issuing billing statements
- Assist Guest with anything and Everything they need
- Available at all times to deal with guest complaints and problems
- PBX
- Assist Guest with Wristband for the Water Park

Gymboree

May 2009 to June 2010

Sales Associate, Then Promoted to LOD – Leader on Duty / Key Holder

- Open and close the store
- Manage several employees
- Close out and balance cash registers make the bank deposits
- Make bank deposits
- Provide Legendary Service to each customs
- Help customers select clothing appropriate for any age group
- Process shipments and manage invoices
- Manage stock in the storeroom

AXA / Equitable

December 1997 - March 2003

Receptionist / Promoted to secretary in 1999

- Answered an eight (8) line switchboard for over 65 employees
- Booked conference room
- Published a monthly newsletter for the Associates
- Processed incoming and outgoing mail
- Provided Secretarial skills for independent Financial planner
- Copying, faxing, Maintaining file