

Cole Mausteller

Watson, PA 17777 CMausteller@gmail.com - 570-939-2959

Versatile Manager with Profit/Non Profit Experience including:

- Well-developed communications and interpersonal skills
- Well-versed standard computer programs and operating systems (iOS, Windows)
- Accurate performance of accounting functions
- Strong organizational and time management skills
- Ability to motivate team members
- Ability to master new skills quickly

WORK EXPERIENCE

The Heights Foundation/Heights Charter School, Fort Myers, FL

Teacher

August 2017 – June 2023

- Responsible for teaching children in grades 4&5 proper keyboarding techniques and fundamentals of Microsoft office applications
- Setup and serviced all school electronic devices
- Implemented and taught a Physical Education curriculum for grades kindergarten through fifth grade

Assistant Director

August 2016 – August 2017

- Planned and orchestrated this 11 hour per day summer camp curriculum for 105 children 5 to 13 years old
- Trained, hired, supervised and scheduled nine paraprofessional staff
- Sourced and purchased supplies to support program operations

Counselor

August 2015 – August 2016

- Responsible for planning and supervising after school activities in this non-profit community based organization

Pacific Sunwear, Pennsdale, PA

Assistant Manager

January 2012 to January 2014

- Created employee work schedules
- Reconciled and approved employee payroll
- Processed deposits
- Monitored sales goal attainment
- Conducted interviews and performed staff evaluations
- Member of regional planning team

Senior Sale Representative 2012

August 2011 to January

- Opened/Closed store
- Balanced Registers
- Facilitated customer's inquiries and complaints
- Oversaw sales associates on duty
- Reconciled inventory

Sales Associate

July 2011 to August 2011

- Provided direct customer service
- Met daily sales goals
- Processed electronic and cash sales
- Maintained Inventory

Milton Area School District, Milton, PA

Elementary Instructional Aide

August 2010 to June 2011

- Assisted classroom teachers with educational activities for non-English (Spanish & Russian) speaking students
- Provided individual and small group tutoring

EDUCATION

Associates in General Studies

Luzerne County Community College

May 2013

CERTIFICATIONS

Department of Children and Family, State of Florida
Certified in child care since 2016