

Gayle Flynn

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Education

Vincennes University Vincennes, IN

August 2010 to May 2012

- Administrative Office Technology

Ivy Tech Community College Indianapolis, IN

August 2007 to May 2008

- Paralegal degree A.A.S.

Experience

HHA

March 2019 to Present Adaptive nursing

Indianapolis, IN

- Help clients with everyday living.
- Provide assistance with bathing and grooming
- Transportation needs

Caregiver

November 20, 2018 to February 19, 2019 Select Senior Care

- Assist with non-medical in home activities of daily living
- Provided assistance with bathing and grooming
- Meal preparation and assistance
- Light Housekeeping/Laundry
- Transferring and walking assistance
- Transportation/Errands

Substitute Teacher

September 2018 to March 2019 Kelly Educational Staffing

Indianapolis, IN

- Set Task and monitor student progress
- Clean and maintain rooms
- Help kids learn and grow

Caregiver

July 9, 2018 to August 19, 2018 Damar Services

Indianapolis, IN

- Helped clients with everyday living skills like bathing and hygiene
- Maintained clients safety
- Helped with everyday coping skills and management

Activity leader/Camp Counselor

April 2017 to July 9 2,018 YMCA of Greater Indianapolis

Indianapolis, IN

- Set task and monitor student progress
- Clean and maintain rooms
- Help kids learn and grow

Substitute Teacher

**October 2016 to December 2017, Kelly Educational Staffing
Indianapolis, IN**

- Maintain classroom
- Set task and monitored student progress

Cashier

April 2016 to June 2016 Meijer Indianapolis, IN

- Handled order payment
- Provided customer service

Customer Service Representative

June 2104 to May 2015 Alpine Access Lancaster, SC

- Provided customer service
- Handled payments
- Answered phone calls

Substitute Teacher

**April 2013 to May 2014 Perry Township Schools
Indianapolis,IN**

- Maintain classroom
- Set task and monitored student progress

Cashier

**October 6,2012 to December 23, 2013 Wal-Mart Indianapolis
IN**

- Handle cash payments
- Provide great customer service

Carrier

**May 2011 to August 2011 Vincennes Sun Commercial
Vincennes, IN**

- Delivered newspapers in a timely fashion
- Made sure all of newspapers were delivered
- Never was late getting the newspapers

Numerator

June 2010 to August 2010 U.S. Census Office, Indianapolis, IN

- Selected to participate in the 2010 Census
- Greeted everyone and got the job done in a timely manner
- Recorded all information needed

Human Resource Assistant

**June 2009 to July 2009 Youth Works Indy Program,
Indianapolis, IN**

- Selected to participate in a summer work/ study program, completed educational goals half day and assigned to work at Clarian Health- Gateway other half day performing general clerical work, answering telephones, accurately entering data into computer.
- Successfully completed program without being late or missing any days. Recognized by supervisor for completing all duties correctly and in a timely manner.

Substitute Teacher

**April 2008 to May 2010 Indianapolis Public Schools,
Indianapolis, IN**

- Maintained classrooms
- Set tasks and monitored student progress

Activities**Laborer,**

Habitat for Humanity March 2004, March 2005

- St. Joseph, MO – Helped build concrete slab house to completion
- Fort Myers, FL- Helped complete framing and roof

Fundraising Team Member

Vincennes Paralegal Club 2004 - 2006

- Assisted in planning, Implementing and staffing at fundraising events

Festival Worker,

Holy Name Church Festival 1998, 1999

- Worked at various activity, entertainment and fundraising booths as needed

References

Becky Little
Office Manager
Vincennes University
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