

Clair Baker

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- Objective** A career in the aging services industry which offers the opportunity for professional and personal growth.
- Education** **B.A. in Management of Aging Services**, Expected December 2008
University of Maryland, Baltimore County
- G.P.A: 3.63/4.0
- Honors:
- Awarded the Erickson School Achievement Scholarship on a competitive basis
 - Dean's List (Fall 2006/Spring 2007)
 - Sigma Alpha Lambda
 - Public Relations and Marketing Coordinator, Erickson School Council of Majors
 - Active Participant in the Erickson School Leadership Experience Program
- A.A. in Business Administration**, May 2006
Anne Arundel Community College
- Associates Degree in Business Administration
 - Dean's List (Fall 2004/Spring 2005)
 - Phi Theta Kappa
- Skills** Skilled in Microsoft Word, Excel, Power Point, and Access
- Able to communicate clearly and effectively
 - Able to understand customers' needs and deal with any situation at hand
 - Management and cash handling experience
- Related Experience** **Student Aid – Erickson School** August 2007- Present
University Maryland, Baltimore County
- Create Newsletters for Erickson students
 - Manage multiple office assignments such as copying and scanning
 - Organize, prepare, and file information for incoming students
- Rehab Intern – Erickson Charlestown Community- Rehab** May 2006- August 2007
Catonsville, MD
- Transported patients from rehab center to their accommodations
 - Assisted PT, PTA, OT, and OTA personnel as instructed
 - Observed patient/ provider interactions and learned about standard practices
- Other Experience** **Prep Person/ Sandwich Maker – Potbelly's Sandwich Shop** February 2006- May 2006
Annapolis, MD
- Greeted Customers in a friendly fun "Potbelly" way
 - Prepped all meats and made sandwiches to the standard of Potbelly
 - Detailed and cleaned prep area and slicer following standard procedures
- Shift Supervisor – CVS Pharmacy** February 2005- February 2006
Annapolis, MD
- Supervised from three to seven employees at one time
 - Ensured store was organized and shelves stocked
 - Managed customers' needs and provided excellent customer service
 - Closed/opened the store and deposited receipts