



AUDRA GERVAIS

-EDUCATION SPECIALIST

-CUSTOMER AND HUMAN SERVICES PROVIDER

Personal information disclosed in job applications

ABOUT ME

Dedicated and quality-driven professional with 20+ years of combined experience in education, retail, and customer service. Motivated human relations specialist committed to leveraging skills to achieve company goals. Skilled in building strong relationships that consistently drive client and company satisfaction.

SKILLS

Record Keeping
Conflict Resolution
Quality Assurance
Collaboration
Content Creation

REFERENCES

Provided upon request

ACCOLADES

-ABA Parent-Guided Training 2011-2014
-Great Clips Stylist of the Year Award 2005
-International Library of Poetry Award 2006
-International Library of Photography Award 2006
-US Copyright Office Registration of 5 Songs 2003

EXPERIENCE

ADAPTIVE LEARNING SERVICES

-Tutor/Mentor | 2016-2025

Provided academic and behavioral support to primary students, tailoring strategies to individual learning needs.

INDEPENDENCE ELEMENTARY

-School Aide/Tutor & Mentor | 2011-2017

Assisted with classroom instruction and school activities in intern volunteer role. Provided support to help students meet grade-level proficiency.

GREAT CLIPS AND HAIR CUTTERY SALONS

-Cosmetologist | 2000-2006

Delivered beauty services and upheld client retention in compliance with company, OSHA and state rules. Managed front desk, handled register, and stocked inventory. Reported documented client and sales data to corporate.

VOLUNTEERING

-Midtown Ministries Teaching Aide 2018-2020

-M.R.C. Church Treasurer 2018-2020

-Optimist International Mentor 2016-2017

EDUCATION

SAYLOR ACADEMY 2023

-Customer Service Certification
-Human Resources Certification
-Time & Stress Management Certification
-Professional Writing Certification
-Word Processing Certification
-Spreadsheets Certification

CHESTER COUNTY CAREER CENTER 1998-2000

-Cosmetology license

LEWISVILLE HIGH SCHOOL 1996-2000 - Diploma

CWJ CORP 2016

-JFL and Computer Certifications
-Financial Peace Certification

FAMILY LEADERSHIP INC. 2015

-Positive Parenting Certification