**Traci Todd, 3847 Montana Highway 287, Twin Bridges, Montana 59754 4064790849**

My objective is to obtain a job in an office setting as a part-time or a full-time employee 8a.m to 5p.m. I am a single parent who needs flexibility for my three kids they go to school in Sheridan,Montana Monday thru Thursday and occasional Fridays 7:30am —3:45 p.m. and they take part in school functions/school extra curricular activities. There is not a designated bus stop so I drive them to and from school. I can make arrangements for pickup. I am willing to work in the building and remotely if that is an option. I live between Twin Bridges and Sheridan, Montana.

My education consists of :

An Associates Business Administration degree from American InterContinental University online, Hoffman Estates, IL 60192, 6/4/2006-2/4/ 2007.

Career institute Fort Collins, CO home based back in August 3, 2007 to November 7, 2007. Medical billing and claims specialist. 97 percentage not graded by the letter grades.

Associates degree in early childhood education May 31, 2022 University of Montana Western.

Also classes for Equine studies 2005 and 2006.

High school diploma Twin Bridges, MT May 25, 2001.

Skills: computer set up, typing, research, 10 key, website, owner/operator of business- rancher, home based business- health and wellness, Accounting- quick books, Microsoft word/excel, power point, answering phones, and documentation. Cooking and prepping meals, laundry: washing, drying, and folding and putting away. Socializing with people.

***Job Experience:***

***TRACI TODD, RANCHER, 2004 TO PRESENT. Part time position seasonal 14064790849.***

***Home Park, caregiver,2020, Jason George and Fran Galiger 1406842 5133***

***Ruby Valley Medical Center, Environmental Services,6/10/2019-5/11/2020,$13.00/hour, 14068425453***

***Community Health Center, 2005-2006,9.00, office assistant, 4066834440 Tammy Frost and Pam Massard.***

***A New Arrival, office assistant/ payroll, 2013-2014,Julie Gabbard,4066001793***

***Stay at home mom, 2007- present, caring for my 3 kids***

***Todd Organics, Traci Todd owner operator, May 2023 to present. Toxic free products, part time position, 14064790849***

***Paraprofessional,2019-2020, $13.00 Twin Bridges and 2021-2023, $15.85/ hour Sheridan schools. Aiding children in learning and growing academically and personally.***