**Sarah MacMillan**

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**Personal Profile**

Self-motivated and adaptable professional with a diverse background in customer service, banking, and caregiving. Demonstrated problem-solving and organizational abilities while managing responsibilities, including the care of a child with special needs. Excels at working well under pressure, effective time management, and clear communication. Accountable, creative, and detail-oriented, with a passion for watercolor and acrylic painting.

**Skills**

* Special Needs Care
* Individualized Education Plan (IEP) Implementation
* Adaptive Teaching Techniques
* Patient Advocacy
* Crisis Management
* Collaborative Communication
* Multitasking
* Organization
* Customer Service
* Watercolor and Acrylic Painting
* Attention to Detail
* Time Management
* Accountability

**highlight of qualifications**

* Managed household responsibilities, ensuring efficiency and organization.
* Coordinated family schedules and activities, showcasing strong multitasking abilities.
* Provided specialized care for a child with special needs, implementing personalized strategies outlined in the Individualized Education Plan (IEP).
* Developed and executed adaptive teaching techniques to support the child's learning and development.
* Advocated for the child's needs within the community and educational settings.
* Navigated complex customer inquiries and concerns, showcasing strong problem-solving abilities.
* Processed transactions for client banking, suggested services, and products, and effectively resolved issues.
* Managed financial transactions with accuracy, ensuring compliance with banking regulations.
* Balanced organizational and time management skills to juggle diverse responsibilities.
* Demonstrated a keen eye for detail, color, and composition in artistic projects.
* Leveraged organizational and time management skills to balance artistic pursuits with other responsibilities.

**Employment Experience**

Artist, Sarnia, ON 2009 - Present

Caregiver, Stay-at-Home-Parent, Sarnia, ON 2012 - Present

Customer Service Representative/Back-Up Head Teller, CIBC, Sarnia, ON 2008 - 2012

**Education and Training**

Fine Arts Program, Fanshawe College, London, ON

Ontario Secondary School Diploma, L.C.C.V.I., Petrolia, ON