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# Taryn Greiner

## SKILLS

Over the 2022-2023 school year I proved that I was a valuable member of the North Star team through my positive attitude, ability to adapt, willingness to help and handling of conflict resolution. Through my eight years working with various City of Gilbert departments, I have shown excellent customer service and ingenuity for solving problems. Faced with stressful situations I responded with grace, tact and respect. I enjoy and thrive working on a team and engaging in an environment that is evolving and requires the need to prioritize tasks and duties. One of my strengths is researching and implementing creative solutions. I enjoy learning new skills and systems and have a reputation of being a leader and also coachable.

## EXPERIENCE

### **ISD 2909, -Paraprofessional**

AUGUST 2022- PRESENT

- Effectively employ various conflict resolution/management solutions.
- Utilize problem-solving strategies on a daily basis based on what my students need and what will benefit my team members.
- Exhibit effective communication skills between team members, including: fellow paraprofessionals, special education teachers, general education teachers and administration.
- Create meaningful relationships with students and the North Star 6th grade team.
- Anticipate the needs of teachers, administration and students and provide solutions and help as needed.

### **Teachers On Call, - Substitute Teacher**

JANUARY 2022- AUGUST 2022

- Ability to adapt to a daily changing schedule that included age range from preschool through senior high students.
- Exhibit successful classroom management skills for all ages.
- Follow lesson plans provided by the classroom teacher and leave detailed notes to assist the teacher when they return.
- Awareness of when to adapt the lesson plans to best serve the students at that time.

### **City of Gilbert, Gilbert, MN - Utility Billing Clerk/Administrative Assistant**

MARCH 2020 - DECEMBER 2021

- Provide exceptional customer service to citizens, staff and contractors. Utilize extensive knowledge of City policies, ordinances and processes to handle questions and then direct to the proper resource.
- Created new and innovative ways and processes to complete tasks and routines.
- Provide leadership and direction to newly hired staff, coaching them through learning City ordinances, policies and processes such as cash control and customer service.
- Help update and improve the City of Gilbert website and update the door access system.

### **City of Gilbert, Gilbert, MN - Special Projects/Administrative Assistant**

DECEMBER 2018 - MARCH 2020

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- Coordinated with City police, fire, first responder and library departments to put on the first Gilbert Fun Day. Created an event timeline, organized all activities and food offered during the event, kept the team on task and oversaw the efficient flow of events.
  - Secretary for the Planning & Zoning Commission. Assisted the Zoning Administrator with creating the agenda and packet for the meetings and with follow up.
  - Local overseer of the safety program under the guidance of regional trainer provided by MMUA. Created an efficient, easy to understand and organized system.
  - Assisted City Clerk with numerous projects that often included extensive research.

**Gilbert Public Library, Gilbert, MN - *Youth Services and Circulation Specialist***

JUNE 2013 - DECEMBER 2018

- Performed the tasks of copy and original cataloging. As well as adding barcodes and proper identifying labels on the materials.
- Plan, organize and advertise for events. Order and set up all supplies needed.
- Maintain a strong working knowledge of policies and procedures, both at the local and system wide level. Maintain strict policy of patrons' private information.
- Establish and maintain a monthly routine to create Library needed calendars, orders, reports and records.
- Performed numerous routine library functions.
- Responsible for ordering media of differing varieties for the library and followed a budget. Increased circulation of materials by studying and researching trends in movies, books and magazines. Part of the ALS team who ordered ebooks and audiobooks for OverDrive.

**EDUCATION**

**The College of St. Scholastica, Duluth, MN - *Bachelor of Science in Elementary/Middle Education***

SEPTEMBER 2006 - MAY 2010

Cumulative GPA=3.73/4.00

English minor