Caitlin L. O'Donnell Phoenix, AZ 602-617-4663 caitlinloveodonnell@gmail.com

SUMMARY:

Detail-oriented candidate seeking a Behavior Technician position, bringing strong communication, reliability, and a passion for helping individuals achieve goals.

EDUCATION:

Bachelor of Arts in Elementary Education and Special Education

2028

Glendale Community College

Registered Behavior Technician

2025

Autism Partnership Foundation - 40-Hour Training

Associate of Arts - Focus in Psychology

2022

Glendale Community College Cumulative GPA: 3.78

EXPERIENCE:

2024 - Present Doordash

Delivery Driver

- Maintained a customer satisfaction rating of 98% through timely service and professional communication
- Communicated effectively with customers, restaurants, and support to resolve issues and ensure a smooth delivery process

Einstein Bagels 2023-2024

Shift Lead

- Promoted to Shift Lead due to my commitment to customer service and satisfaction
- Assigned duties, created shift break schedules, and managed employee requests or issues
- Provided direct feedback, coached team members on proper procedures, and promoted their professional growth
- Handled cash and opening/closing procedures
- Trained and mentored new team members, resulting in faster onboarding and improved employee retention

Crew Member

- Prepared and served bagels, coffee, and other menu items according to company standards and
- Maintained a clean and organized store environment by cleaning, doing dishes, and performing other general cleaning duties

Amazon Warehouse 2022-2023

Warehouse Associate

- Performed warehouse duties including receiving, sorting and wrapping items in boxes, building pallets, handling pallet jacks, and counting inventory with little supervision
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free
- Collaborated with teams to optimize daily workflows and implemented new processes, which resulted in reduced processing times and higher productivity

SKILLS:

Applied Behavior Analysis Techniques	BIP Implementation	CPR & First Aid Certified
Creative Problem Solving	Microsoft Office	Collecting and Recording Data
Goal Setting & Achievement	Crisis Management	Adaptability & Patience