

JEN, YOUR CAREERSONA

The Supportive Coordinator

You blend genuine care for others with reliable organization and steady follow-through.

Social · Helper

Conventional · Organizer

Artistic · Creator

Interest code SCA

As The Supportive Coordinator, you bring together a natural attentiveness to people and a methodical approach to getting tasks done. When you shared that you ran the PTA book fair and "doubled what it raised," you demonstrated that exact combination of community care and practical execution. Returning to the workforce is about finding a place where those habits are valued daily.

Jen, your ideal next step honors your need for predictable rhythms while letting you feel distinctly useful. By focusing on roles that offer structure and direct service, you can re-enter professional life on terms that fit your current priorities.

Your strengths

Dependable task completion

You described yourself as someone who likes order and gets chores done right away, pointing to strong follow-through in daily responsibilities.

Empathetic communication

Your responses show high Agreeableness, agreeing that you easily sympathize with others' feelings and tune in to their emotions.

Careful information management

Having worked as a bank teller and strongly liking activities such as keeping inventory records, you are comfortable handling accurate details.

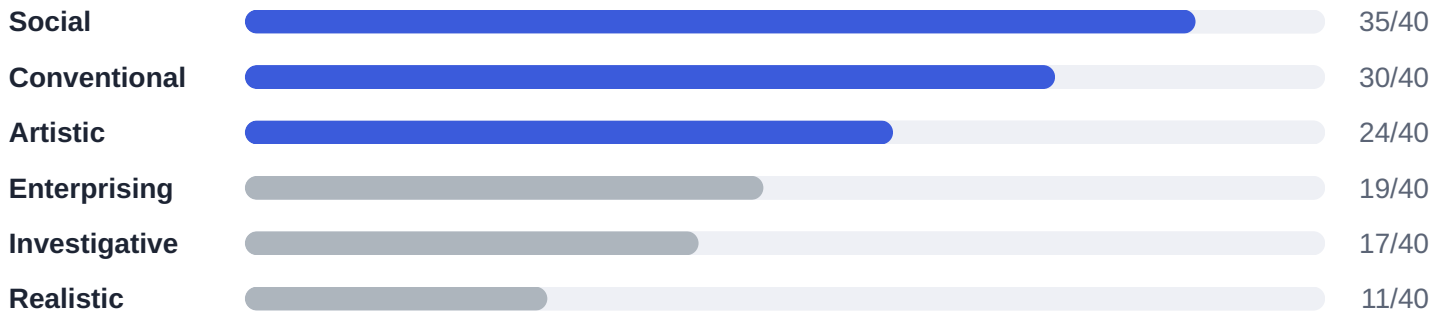
Calm, supportive presence

You favor keeping in the background rather than being center stage, allowing you to assist teams and clients without needing the spotlight.

Hands-on community contribution

Your highest interest score was in Social tasks, showing you would enjoy helping, teaching, and advising others directly.

What you like doing



Scores from the 60 work activities you rated (0 = strongly dislike all ten in an area, 40 = strongly like all ten).

Your interest profile is led by Social, Conventional, and Artistic themes (SCA). Your top score in Social reflects a strong draw toward assisting, teaching, and caring for others. Paired with Conventional interests, you tend to prefer helping through clear systems, structured records, and orderly processes rather than open-ended chaos. Your secondary Artistic score adds an appreciation for creative communication and thoughtful presentation. Together, these areas suggest you thrive when you can provide meaningful service to people within an established, well-run framework.

How you work

Extraversion

You describe yourself as balanced between reserved and energised by quiet time and outgoing and energised by people.

Agreeableness

You describe yourself as warm, tuned in to other people's feelings.

Conscientiousness

You describe yourself as organised and quick to follow through.

Emotional steadiness

You describe yourself as balanced between sensitive and calm and even-tempered.

Imagination

You describe yourself as balanced between practical and down-to-earth and curious about ideas and imaginative.

In daily work, you balance an accommodating nature with disciplined habits. Your self-description indicates high conscientiousness and high agreeableness, meaning you prioritize order, promptness, and being responsive to colleagues. While you are energized by quiet time and often prefer to keep in the background, you still enjoy a healthy mix of interaction. You work best at a steady, manageable pace where expectations are clear, avoiding erratic environments that might drain your focus.

Where you'll likely do your best work

You are likely to do your best work at a desk or computer within a predictable, organized setting. You thrive when work occurs at a steady pace with moderate customer contact and supportive oversight. A role that honors school-hours flexibility while steering clear of chaotic schedules will give you the stability you need to stay effective.

Your top career matches

Chosen from more than 900 U.S. occupations for how well each job's typical activities, work style and setting match your answers, within the training you said you're open to. Pay is the U.S. national median from the Bureau of Labor Statistics; it varies a lot with location, experience and employer.

Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education

#1 match

Interests 94% Work style 62% Setting 81%

This role matches your top interest in helping and guiding others alongside your preference for orderly routines. Your success organizing the PTA book fair shows your comfort in school settings, and the work naturally fits your desire for school-day hours.

MEDIAN PAY (U.S.)

\$36,780/yr

OUTLOOK 2025-2035

Little or no change

OPENINGS PER YEAR

176,200

TYPICAL EDUCATION

High school diploma

What you'd do

- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Take class attendance and maintain attendance records.

Worth knowing: Classroom environments can become loud and unpredictable, which may challenge your preference for a steady, orderly pace.

First step this week: Check your local school district's employment portal for paraprofessional or instructional aide hiring requirements.

Also called: Classroom Aide, Educational Assistant, Instructional Assistant, Kindergarten Assistant · [Details on O*NET OnLine](#)

Medical Secretaries and Administrative Assistants

#2 match

Interests 77% Work style 65% Setting 87% Bright Outlook

Your background as a bank teller paired with your high score in Conventional interests means you are well-equipped for systematic recordkeeping and office tools. You would be able to offer warm, patient support to patients without needing to manage chaotic demands.

MEDIAN PAY (U.S.)

\$45,930/yr

OUTLOOK 2025-2035

Faster than average

OPENINGS PER YEAR

89,200

TYPICAL EDUCATION

High school diploma

What you'd do

- Answer telephones and direct calls to appropriate staff.
- Transcribe recorded messages or practitioners' diagnoses or recommendations into patients' medical records.
- Compile and record medical charts, reports, or correspondence, using typewriter or personal computer.

Worth knowing: Some medical offices may ask for shifts outside typical school hours to cover early mornings or evenings.

First step this week: Search a local healthcare system's job board to see whether entry-level clinic receptionist roles require specific medical terminology certificates.

Also called: Clinic Office Assistant, Front Desk Receptionist, Medical Office Specialist, Medical Receptionist · [Details on O*NET OnLine](#)

Eligibility Interviewers, Government Programs

#3 match

Interests 84%

Work style 65%

Setting 84%

This position lets you directly assist people who need support while drawing on your strengths in evaluating documentation and following clear procedures. It aligns well with your interest in helping others and your preference for working primarily at a desk.

MEDIAN PAY (U.S.)

\$54,210/yr

OUTLOOK 2025-2035

Slower than average

OPENINGS PER YEAR

12,700

TYPICAL EDUCATION

High school diploma

What you'd do

- Compute and authorize amounts of assistance for programs, such as grants, monetary payments, and food stamps.
- Keep records of assigned cases, and prepare required reports.
- Compile, record, and evaluate personal and financial data to verify completeness and accuracy, and to determine eligibility status.

Worth knowing: Reviewing applications under strict public guidelines can involve challenging conversations with applicants who do not qualify.

First step this week: Visit your county or state civil service website to read the job announcement and qualifications for human services eligibility specialists.

Also called: Benefits Program Tech (Benefits Program Technician), Business and Employment Specialist, Case Manager, Eligibility Examiner · [Details on O*NET OnLine](#)

Tutors

#4 match

Interests 90%

Work style 61%

Setting 89%

Tutoring connects directly to the teaching activities you strongly liked on the quiz, offering one-on-one interaction where you can tune in to a student's needs. It also allows you to focus deeply on structured learning tasks at a manageable pace.

MEDIAN PAY (U.S.)

\$43,350/yr

OUTLOOK 2025-2035

Little or no change

OPENINGS PER YEAR

34,200

TYPICAL EDUCATION

Bachelor's degree

What you'd do

- Provide feedback to students, using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- Assess students' progress throughout tutoring sessions.

Worth knowing: Sessions frequently occur in the late afternoon or early evening, which might conflict with your preferred daytime schedule.

First step this week: Look into daytime reading-tutor volunteer programs at your local public library or community center to test your interest.

Also called: Academic Coach, Academic Guidance Specialist, Accounting Tutor, Finance Tutor · [Details on O*NET OnLine](#)

Teaching Assistants, Special Education

#5 match

Interests 92%

Work style 62%

Setting 76%

Your high empathy and patience make you a natural ally for students who require extra academic and behavioral support. It offers the same family-friendly school calendar while letting you feel deeply useful in the classroom every day.

MEDIAN PAY (U.S.)

\$36,780/yr

OUTLOOK 2025-2035

Little or no change

OPENINGS PER YEAR

176,200

TYPICAL EDUCATION

Bachelor's degree

What you'd do

- Provide assistance to students with special needs.
- Teach socially acceptable behavior, employing techniques such as behavior modification or positive reinforcement.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.

Worth knowing: Physical demands and sudden behavioral shifts from students may test your preference to keep in the background.

First step this week: Speak with a teacher or administrator at a nearby elementary school to learn about the daily routines of special education aides.

Also called: Assistant Instructor, Co-Teacher, Educational Assistant, Paraeducator · [Details on O*NET OnLine](#)

Interviewers, Except Eligibility and Loan

#6 match

Interests 86%

Work style 63%

Setting 82%

This role relies on careful data collection, active listening, and following defined guidelines, which reflects your high conscientiousness. You can operate in a calm desk setting, conducting conversations at a predictable pace.

MEDIAN PAY (U.S.)

\$45,920/yr

OUTLOOK 2025-2035

Decline

OPENINGS PER YEAR

13,200

TYPICAL EDUCATION

High school diploma

What you'd do

- Ask questions in accordance with instructions to obtain various specified information, such as person's name, address, age, religious preference, or state of residency.
- Locate and list addresses and households.
- Identify and report problems in obtaining valid data.

Worth knowing: The work can become repetitive over time since you are often asking the exact same questions repeatedly.

First step this week: Review sample interviewer job postings on CareerOneStop to see what administrative skills are most commonly requested.

Also called: Admissions Clerk, Admissions Representative, Admitting Representative, Data Collection Assistant · [Details on O*NET OnLine](#)

More careers to explore

Preschool Teachers, Except Special Education

\$38,140/yr

It lets you teach and nurture young children in a structured, cooperative learning environment.

Faster than average

Executive Secretaries and Executive Administrative Assistants

\$76,590/yr

It builds directly on your organizational strengths, attention to detail, and past experience handling accurate records.

Little or no change

\$54,920/yr

Faster than average

Tax Preparers

It pairs your comfort with calculations and records with clear, step-by-step procedures to assist clients.

Self-Enrichment Teachers

It offers an outlet to share practical skills with small groups on a flexible schedule.

\$46,800/yr

Average

Childcare Workers

It centers on providing attentive, daily care and routine for children in a supportive setting.

\$34,980/yr

Decline

Residential Advisors

It utilizes your warm communication and steady presence to help guide residents in structured living communities.

\$42,240/yr

Average

Things to watch

Because you absorb others' emotions easily, you may need clear boundaries so you do not carry workplace stress home.

Your preference to stay in the background might lead you to overlook advocating for your own needs or preferred assignments.

A strong desire for order can make sudden procedural disruptions frustrating, so practicing flexibility during unexpected shifts will serve you well.

Your 90-day plan

DAYS 1-30

Explore Roles and Reconnect

Clarify your path between school-based and administrative support roles while refreshing your professional presence.

1. Read detailed task descriptions for Teaching Assistants and Medical Secretaries on O*NET OnLine to compare day-to-day duties.
2. Set up an updated LinkedIn profile highlighting your past teller background and community achievements, such as organizing the PTA book fair.
3. Conduct an informational interview with a school paraprofessional or medical office assistant to ask about daily schedules and pacing.
4. Identify whether local community colleges offer low-cost, short-term certificates in medical billing or educational assisting.

DAYS 31-60

Build Skills and Test Waters

Gain practical exposure and refresh your workplace skills in an organized setting.

1. Complete a short, free online refresher course through the public library in spreadsheet software or office database tools.
2. Complete a small trial project by volunteering for a structured recordkeeping or tutoring project at a local community center.
3. Draft two versions of your resume: one centered on instructional support and another on administrative coordination.
4. Contact your local adult education center or school district office to learn about substitute teaching assistant requirements.

DAYS 61-90

Targeted Outreach and Applications

Begin applying for entry-level positions that honor your schedule preferences.

1. Submit applications for open teaching assistant roles in your target school districts or medical reception roles with daytime hours.
2. Practice answering standard interview questions with a trusted friend, focusing on your reliability and organized follow-through.
3. Follow up on submitted applications after ten business days with a polite message checking on the review timeline.
4. Connect with local community workforce centers via CareerOneStop for access to unadvertised municipal or school support openings.

Returning to the workforce is a meaningful step, Jen. Your mix of warmth, dependable organization, and attention to detail positions you well for roles where people count on steady support. Focus on opportunities that offer predictable daytime hours, lean into your natural patience, and take this process one practical step at a time.

About this report. Careersona combines the work activities you rated (from the O*NET Interest Profiler), short personality statements from the public-domain International Personality Item Pool and your answers about work settings, then compares them with U.S. occupation data. It's a tool for exploring options, not a scientific diagnosis, and it can't promise any job, pay or outcome. Writing assistance by AI, based on your answers.

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