

Celia M. Ramos

4100 The Woods Dr., Apt. # 610 San Jose, CA 95136 • (408) 836-8854 • celiaramos0305@yahoo.com

RELEVANT SKILLS

- Over 8 years experience in the restaurant field as an Assistant Manager
- Knowledge and experience in scheduling, training and developing personnel
- Excellent customer service and communication skills
- Cashier and inventory control experience
- Punctual, reliable and organized
- Quick learner, motivated and team player
- Fluent in Spanish/ Speak and understand a basic level of English

WORK EXPERIENCE:

- 01/07-04/12 **Self Employed** **Mountain View, CA**
Childcare
- Provided care for 3 children, an infant to 5 years old
 - Clarified and adhered to parents instructions and duties
 - Assisted children with bathing, dressing, grooming and feeding needs
 - Maintained a safe and stimulating environment for children
 - Engaged children in recreational and physical activities
 - Walked with children to neighborhood parks
- 03/06-11/06 **Ames Child Care Center** **Mountain View, CA**
Infant & Toddler Teacher
- Assisted infant and toddlers with feeding needs, diaper changes and hygiene
 - Set-up classroom and engaged children in educational activities: reading, arts & crafts, clean-up, nap time and playground time and physical activities
 - Provided a safe and stimulating environment for children at all times
 - Supervised and monitored children in all outdoor activities
- 03/05-09/05 **Childcare Careers** **San Mateo, CA**
Teacher Aid
- Provided care for infants, toddlers, pre-schooler's and school age departments
 - Set-up classroom and engaged children in educational activities
 - Provided care and diaper changes for all infants
 - Assisted in the after school program providing child care needs
 - Motivated children to interact with learning activities
 - Implemented children's learning activities
- 09/96-05/04 **Carl's Jr. Restaurant** **Cupertino, CA**
Assistant Manager
- Greeted and acknowledge customers in a friendly and professional manner
 - Supervised, trained and schedule personnel
 - Maintained and controlled food inventory and supplies on a daily basis
 - Balanced cash registers at shift's end and made bank deposits

EDUCATION

Early Childhood Education & Development/ "Work In Progress" **Mission College** **Santa Clara, CA**

Completed 15 Units: Infant and Toddler Education, Early Childhood Educational Principles, Child Growth and Development and Family and Community