

Celia M. Ramos

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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 <i>Childcare</i>	Mountain View, CA
	<ul style="list-style-type: none">▪ 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 <i>Infant & Toddler Teacher</i>	Mountain View, CA
	<ul style="list-style-type: none">▪ 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 <i>Teacher Aid</i>	San Mateo, CA
	<ul style="list-style-type: none">▪ 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 <i>Assistant Manager</i>	Cupertino, CA
	<ul style="list-style-type: none">▪ 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
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Completed 15 Units: Infant and Toddler Education, Early Childhood Educational Principles, Child Growth and Development and Family and Community