

JESSICIA A WEST  
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East Palo Alto, CA 94303  
Phone: 650-804-0521

## **Objective**

Customer Service Representative

## **Employment History**

### **Pre-School Teacher, Preschool Teachers, Except Special Education**

08/2009 ~ 05/2014      Abundant Life Christian      2581 Leghorn St, Mountain View, CA

Prepare children for kindergarten by introducing concepts they will explore further in kindergarten and elementary school \* Work with children in groups or one on one, depending on the needs of children and the subject matter \* Plan and carry out a curriculum that targets different areas of child development, such as language, motor, and social skills \* Organize activities so children can learn about the world, explore interests, and develop talents \* Develop schedules and routines to ensure children have enough physical activity, rest, and playtime \* Watch for signs of emotional or developmental problems in children and bring problems to the attention of parents \* Keep records of the student's progress, routines, and interests, and keep parents informed about their child development.

Young children learn from playing, problem solving, questioning, and experimenting. Preschool teachers use play and other instructional techniques to teach children about the world. For example, they use storytelling and rhyming games to teach language and vocabulary. They may help improve children's social skills by having them work together to build a neighborhood in a sandbox or teach math by having children count when building with blocks.

Preschool teachers work with children from different ethnic, racial, and religious backgrounds. Teachers include topics in their lessons to teach children to respect people of different backgrounds and cultures.

### **Supervisor, Counter and Rental Clerks**

04/2007 - 06/2009      Foothill College

12345 S El Monte Rd, Los Altos Hills,  
CA

Managed the daily operations of the recreational facility ensuring site was clean, maintained discipline and safety.

Responsible for notifying medical or campus security about any problems.

Promoted and supported various recreational activities such as arts, crafts, sports, games and hobbies.

Greeted new arrivals to activities, introducing them to other participants, explaining facility rules and encouraged participation.

Supervised and coordinated the work activities of personnel, such as training staff members and assigning work duties, completed and maintained time and attendance forms and inventory list.

Answered any questions regarding to techniques and safety procedures to participants in recreational activities and demonstrated use of matters and equipment.

### **Education History**

<b>Issuing Institution</b>	<b>Location</b>	<b>Qualification</b>	<b>Course of Study</b>
Foothill College	Los Altos, CA	Vocational School Certificate	Early Childhood Education

I completed a 1 year vocational program in Early Childhood Development. An worked as a Manager in retail.

### **References Available on Request**