

Wed 8/13
1:30
Trainings

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Auburn, CA 95603

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Susan V. Bosquez

Objective To secure a position within education in order to continue growth in the field.

Summary of qualifications Home schooled my own 2 children for 2 years including curriculum development and execution. Over 10 years of working in the classroom directly with elementary aged children as a volunteer including 1st, 2nd and 3rd grade at Bowman Elementary.

Professional experience **2-2010 to 2-2012 - Bistro La Petite – Hostess/Food service/catering**

Provided excellent food service to patrons of an upscale family owned French restaurant. Seated guests, handled orders, built rapport, and ensured complete satisfaction on all levels to a wide variety of clientele. Required excellent organizational skills, ability to communicate effectively, extreme patience and adaptability, quick thinking and willingness to help in any way possible.

8-2008 to 6-2010 – Home School Parent/teacher

Worked through PCOE to home school my two children. Managed, chose and presented curriculum to best suit the needs of my children and meet agreed upon educational objectives including California State Standards. Required organization, flexibility, time management, creativity and patience.

6-2001 to 9-2005 – Real Estate Agent

Performed a wide variety of real estate duties including purchases, sales, mortgage management, client acquisition and customer satisfaction. Required vast industry knowledge, outstanding customer service skills, excellent customer service and negotiation skills and an ability to mediate effectively in high-pressure situations.

Education **1985 – 1990 - California State University, Long Beach**
BS - Philosophy, Minor – Business Administration