

Laura Valenzuela
2151 Oakland Rd#41
San Jose Ca 95131
Cell (408) 386-5598
Valenzuelalaura83@gmail.com

OBJECTIVE: To benefit a company that can use a dedicated human service professional with exceptional communication and organizational skills.

QUALITIES:

- Punctual and dependable individual
- Committed to helping others
- Team player who enjoys working with others

SKILLS:

- **Windows** - able to use all programs
- **Customer Service** - provided excellent, fast and efficient help
- **Wpm 40/10 Key** - able to use both
- **Adaptable** - can provide a strong helpful hand to any client of any sort.

EDUCATION:

Heald College, Milpitas ,CA

- Associate in Applied Science Degree In Criminal Justice
- Associate in Applied Science Degree In Computer Business Administration

EXPERIENCE:

Trinity change, San Jose, CA
Personal Assistant
Provided supported living services to persons with disabilities with day to day tasks.

Achievekids, San Jose, CA
Program Counselor
Provided behavioral Management and special education instructions to Individuals with autism/developmental disabilities.

Pace, Sunnyvale, CA
Instructional Aide
Provided behavioral Management and special education instructions to Individuals with autism/developmental disabilities.