

Audrey V. Capito
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Cell: 707-704-7035
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Skills

- Excellent Communication Skills
- Strong Customer Relations Skills
- Ability to provide affection and security
- Working knowledge of providing emotional support to distressed children
- Ability to design small activities to cater to each child's needs
- Word Processing and Typing *55 WPM
- 10 Key adding Machine/Keyboard
- Filing
- **Computer:** Microsoft Word, Excel, Power Point and Outlook
- Various office machines

Experience

Teacher's Assistant

Associated Students Child Development Center,

August 2015 to present

- *Interacting with children in a positive manner*
- *Strengthening children's creativity and overall knowledge*
- *Supervise children and engage them in age appropriate activities*
- *Assessing cognitive skills into Preschool Learning Foundation measures*

Server

Panda Express, San Jose CA

Sept 2013 to Sept 2014

- *Customer Service*
- *Food prepping and handling*

Games Attendant

Discovery Kingdom, Vallejo CA

Jun 2013 to Aug 2013

- *Customer Service*
- *Interacting with children and families*

Education

Angelo Rodriguez High School
High School Diploma with Honors

2008-2012

San Jose State
Child and Adolescent Development Major

Aug 2012-present

CPR Certified

Feb 2016

References

Furnished on request.