

# ILY PENA

2405 38th ave sacramento california

SACRAMENTO, California, 95822

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272-3772

## WORK EXPERIENCE

Escobars Airbrushing, SACRAMENTO, CA

*Customer Service, Jan 2011 present*

- Recommend products to customers, based on customers' needs and interests.
- answering phone, taking orders from customers, light cleaning etc.

## EDUCATION

Consumnes River College, SACRAMENTO, CA

*Completed coursework towards, Aug 2007*

- Consumnes River College Sacramento, Ca Course of study : Early Childhood Education (Ece) Status: 12 ECE Units completed.
- High Tech Institute Course of study : Nursing / Medical Assistant Status: Orientation & Introduction Completed .Sacramento Ca.
- Dominguez High School Course of study : General studies Status: Diploma
- ADDITIONAL CERTIFICATIONS: Bilingual : Spanish/English First Aid Cardio- Pulmonary Resuscitation

Consumnes River College, SACRAMENTO, CA

*Completed coursework towards, Aug 2007*

## ADDITIONAL SKILLS

- Assisted: In organizing and directing youth activities, & instruction. Prepared : Meals according to nutrition guide lines. Learned : How to follow safety , and sanitation regulations. Communicated effectively, both orally and in writing. Planned and organized work to meet schedules and timelines. Met district standards of professional conduct as outlined in Board Policy.
- 2003-2007 Sacramento Unified School District Position: Teacher Assistant Worked with : Toddlers and children up to six years old.- Helped children how to sort.- Assist with daily arts and crafts.- Prepared and served meals.- Monitor student behavior.- Monitored inside activities and playground safety.
- 1998-2003 Domestic Homemaker- family activities- Transportation management- Meal preparation- Budgeting- Etc..