

# Susan Restani

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## Skills

CPR Certified, Proofreading, Microsoft Office, Email, Web

## Experience

2010 - PRESENT

### **KM Enterprises, Santa Clara- *CPR Instructor***

- Lead American Red Cross CPR/AED/First Aid classes for member certification.
- Provide practical support in a gentle temperament to students on proper engagement techniques to encourage student mastery.
- Communicate with facility management and other instructors concerning students, scheduling, equipment and facilities, and any concerns. Promote a team atmosphere and interact with all staff and members with respect and support.

2017 - 2018

### **Private In-Home Care, San Jose- *Caretaker***

- Offered emotional support, companionship and conversation.
- Streamlined housework and cooking to provide delicious nutritional meals in a safe clean home.
- Responded to all physical and emotional needs of the patient.

2016 - 2017

### **Personal Nanny, Morgan Hill- *Nanny***

- Comprehensive knowledge of infant and childcare, including nutrition and safety.
- Excellent cooking skills with the ability to prepare menus for the family.
- Upbeat and compassionate personality.

2002 - 2005

### **Cathedral of Faith, San Jose- *Music Department Admin Assistant/Librarian***

- Coordinated and scheduled staffing of events.
- Organized music files and uploaded the information into the music software database.
- Copied files, created flyers and various marketing material.

1995 - 1998

### **International Coffee Exchange, Saratoga, - *Supervisor***

- Supervised shift by solving problems, addressing issues, and implementing corporate policy throughout daily operations.
- Fulfilled general supervisory duties such as balancing cash registers, mitigating customer dissatisfaction, and maintaining stock of supplies.
- Interacted pleasantly with customers and implemented proactive sales techniques in order to boost profits and average sales.

## Education

**De Anza College, Cupertino, - *Associate Arts Degree***