

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