

Monica Smith

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OBJECTIVE

To obtain a Teacher's Assistant Position at SETA Head Start

EDUCATION

Associate of Arts, Child Development

Los Angeles City College, expected May 2020

Language Skills: Fluent in Spanish

Honors: Dean's List

Computer Skills: Microsoft Word, PowerPoint, Excel

Relevant Courses: Child Development, Curriculum and Interactions in Early Childhood Education, Children with Exceptional Needs, Promoting Children's Social Competence

Certificates: Crisis Counselor 2019, Red Cross First Aid 2018

EXPERIENCE

Preschool Assistant, Kid's Corner, Huntington Park, CA Sept. 2018 – Present

- Supervised and ensured the safety of 7-10 children on a daily basis.
- Planned and implemented enrichment activities and lesson plans.
- Prepared and facilitated meals including breakfast, lunch, and dinner.
- Performed daily health checks and encouraged children interaction.
- Provided daily exposure to the letters, numbers, and days of the week.

Crew Member, McDonalds, Los Angeles, CA Jan. 2017- Sept. 2018

- Greeted and served 90-100 incoming customers on a daily basis.
- Assisted with meal selection and prepared food orders.
- Handled monetary transactions and reconciled the cash register on a daily basis.
- Ensured the cleanliness of kitchen and table areas at all times.

Office Aide, Los Angeles High School, Los Angeles, CA Aug. 2015 - Dec. 2016

- Prepared and made copies of official documents.
- Utilized Excel to input schedules, meetings and events.
- Greeted and verified identification of incoming visitors.
- Created hall passes for students and relayed information including early dismissal, item drop-offs and appointments.
- Managed the schedule of 6-8 counselors on a weekly basis.

ACTIVITIES

Vice President, Student Council, Los Angeles High School, Los Angeles, CA 2017