

Computer Skills

- Adobe Suite
- Microsoft Suite
- Mac/PC

Education

Bachelors of Science October '06- September '09
The Art Institute of California-Orange County
Major- Advertising

Employment History

Community Resource Service February '09- Present
Instructor at The Art Center

- Teach disabled adults how to paint, sew, and design art
- Teach money skills
- Teach social skills

Family & Sports Chiropractic October '08- December '09
Chiropractic Assistant

- Therapy sessions with patients
- Back office work
- Assisted new as well as current and re-activation patients
- I prepared the exam rooms and consults
- I assisted the office manager with front desk duties

Z Gallerie
Cashier October '06- April '07

- Specialist on the computer programs
- Constructed packaging
- Helped design the showroom

Flower Shoppe
Floral Assistant September '05- October '05

- Helped design arrangements
- Helped prepare the flowers
- Delivered the arrangements

My Gym
Teacher November '04- July '05

- Taught children gymnastics, social behaviors, games, and confidence
- Organized new and current customers over the phone and in person
- Helped guide birthday parties

Reference

- CRS- Art Center, Gail Koll, 530.713.2386
- Family & Sports Chiropractic, Dr. James Reiley, 949.448.9088

