**Amelia Arriola**

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**PROFESSIONAL EXPERIENCE**

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**Riverside Christian School**

*Lunchtime Manager/Coordinator* August 2000-June 2007

* + Schedule and manage fellow cafeteria employees
  + Supervise and hold accountable student Lunchtime Assistants in their duties
  + Coordinate and schedule pickup of cafeteria inventory
  + Supervision of all areas both inside and outside, where the pupils congregate during lunchtime
  + Communicate effectively with staff, parents and pupils
  + Assist in afterschool activities and programs inside the lunchtime areas
  + Engage with students from preschool level to high school level

**Jurupa Valley School District**

*Food Service Worker*  February 2012-October 2018

* + Assist fellow Food Service Workers in providing a safe and clean work space
  + Supervise students during lunchtime
  + Liaise with classroom teachers when necessary
  + Clean and maintain high standard of cleanliness in student areas
  + Provide a warm and welcoming environment for students

**Amazon**

*Warehouse Shipping Associate* October 2018-Current

* Provide packaging and shipping of over 100 units of product daily
* Drive workflow and daily shipping goals
* Worked hands on in different shipping stations
* Key member of high-volume stations

**EDUCATION**

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**Sacred Heart High School,** Los Angeles, CA

Graduated with Honors June 1979

**TECHNICAL SKILLS**

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* Proficient in Microsoft Office Suite: Word, Power Point, Excel, and Outlook
* Effective communication between staff and pupils
* County Specific Food Handlers certification
* Ability to inspire and motivate
* Ability to speak and write in school setting
* CPR Trained
* First aid Trained

**References Upon Request**