

# DAJANA ESTRELLA

## ABOUT ME

I am seeking to branch out into the multi-family industry utilizing my strong communication and customer satisfaction experience. Several family members work in multi-family and I believe this industry will suit my skill set and will allow me to thrive while meeting the goals of the client and property.

## EDUCATION

Shoreline Community College  
31 credits of ECE (Early Childhood Education)

Pasadena City College  
Child Development 10-Principles and practices of teaching young children.  
Psychology 21-Development Psychology: The child

North-West College  
Medical Assistant Graduated: November 2004

## EXPERIENCE

**2015- Present**     **Horizon School**  
Preschool Teacher

Teaching, lesson planning, communication with parents via in person as well as electronically. Teaching and bounding with students while making sure their academic and social skills are being met as well as their well-being.

**2014- 2015**     **Mildred B. Janson Elementary School**  
Noon Duty Supervisor

Supervised students (from pre-kindergarten to 6th grade) during lunch and recess time, making sure they were in a safe environment and assisting them on any need they had. I also did a lot of volunteering with preschool and kindergarten teachers helping them in the classroom and with any office duties they needed help with.

**2007- 2008**     **R&R Clinical Corporation**  
Medical Assistant

Front and back office and weight lost program. Greeting patients, answering phone calls, scheduling appointments, billing, working with insurance companies, taking vitals, explaining diet program and assisting the doctor on whatever he needed.

## SKILLS

Bilingual (English/Spanish)

First Aid/CPR Certified

Fast Learner

Customer Service