

# Yadira Jijada

## Classroom management - OXNARD SCHOOL DISTRICT

Oxnard, CA

yjijada@yahoo.com - 805-228-2002

To secure a position that will effectively utilize my professional and leadership skills, allow advancement, and provide value to the company.

### WORK EXPERIENCE

#### **Life and Health Insurance Agent**

- September 2015 to Present

#### **instructional assistant Bilingual**

El rio school district - Oxnard, CA - April 2015 to Present

##### Responsibilities

Main duties are clerical, filling, grading papers, take care of students, oversight students educational development, translation of Spanish to English. Assist teacher with daily class activities .

##### Skills Used

Bilingual, Clerical skills, multitask skills, No Child Left Behind skills.

#### **Instructional Assistant**

OXNARD SCHOOL DISTRICT - Oxnard, CA - August 2014 to Present

08/2014 TO PRESENT

##### DUTIES:

Enhancing and assisting daily class activities jointly with the teacher; assisting with the educative development of the students by following all the criteria and guidelines of the District, the state and the Federal government. Classroom management.

Managing the class to reduce disruptive behavior.

Watch over students during school hours.

Clerical duties such as record attendance, file paperwork, prepare activities and book for the class, list books and other instructional materials for the class.

#### **child nutrition worker**

El Rio School District - January 2014 to Present

I was in charge of serving, packing and cook nutritious and healthy meals to Rio Rosales students. At the same time, implementing health regulations regarding the proper handling of food for public purpose. In addition to that, the collaboration with other staff members for the wellbeing of the students and the general community. Customer service, communication skills, and handling money were essential for this job.

##### Experience

#### **Pharmacy Technician Extern**

wallgreens - Oxnard, CA - May 2015 to July 2015

##### Responsibilities

Main duties are filled prescriptions, type prescriptions, read, prescriptions, check dates, customer service. Etc.

#### Skills Used

bilingual, customer service, pharmacy technician skills

### **Registration Coordinator**

California Vote Project 2014 - Sacramento, CA - June 2014 to September 2014

#### DUTIES:

Outreach, oversight, research and teach the electoral and the election process to Oxnard, El Rio Port Hueneme residents. Registered new and existing voters for the 2014 and for future elections. Aim and target specific ethnic groups to register and vote based on the analysis of the issues and many other factors that affect them. Handling confidential data, customer service, canvassing, conducting general activities and issues to promote voting.

#### EDUCATION

### **pharmacy technician certificate in pharmacy technician**

Oxnard Adult School - Oxnard, CA

2015 to 2015

### **B.A. in POLITICAL SCIENCE**

CALIFORNIA STATE UNIVERSITY NORTHRIDGE

### **CHICANO STUDIES**

CALIFORNIA STATE UNIVERSITY NORTHRIDGE

### **AA in HISTORY**

OXNARD COLLEGE

### **MEDICAL ASSISTANT**

OXNARD ADULT SCHOOL

#### SKILLS

bilingual, CPR skills, First Aid response skills, Quickbooks skill, excellent interpersonal skills, computer savvy skills, No Child Left Behind Skills, Medical Assistant Skills, Analyst skills, Data entry skills. (3 years), outreach skills, handling money, marketing, and sales, production skills (1 year)

#### ADDITIONAL INFORMATION

#### SKILLS

Computer, typing, Microsoft word, excel, Power point, QuickBooks, data entry, interpersonal skills, clear and concise communication, Bilingual, Disciplined, Outstanding, Organized, Client/vendor relationship, Fast learner, flexible.

#### MEDICAL ASSISTANT SKILLS:

HIPAA and OSHA government regulations, Asepsis and sterilization, vital signs, assisting with procedures, administering medication, giving injections, giving injections and skin test, laboratory test, team building, excellent communication skills, accurate and detail oriented.