**Adrianna Munoz**

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**EXPERIENCE**

**Der Kinderhuis Montessori (** (June 2021 – October 2021)

**Teacher Assistant** Oak Harbor, WA

* Assisted the lead teacher with all classroom activities and classroom management as well as potential for supervisory for before and after school care
* Maintained classroom expectations during lunch, recess, circle time and transitions
* Guaranteed classrooms were safe, tidy and stocked before school started
* Supervised classes of 10-25 students during arrival and dismissal, mealtimes, on the playground and other planned activities
* Maintained discipline of students in the absence of the teacher
* Performed a variety of non-instructional duties

**Station Library for Navy MWR** (September 2018 – July 2020)

**Library Technician | Service Desk Support II** Pensacola, FL

* Learned appropriate software and hardware used and supported by the organization
* Performed a wide variety of direct services to the public and technical support in a variety of functions for the library including teach patrons how to use library resources, assisted with computer and internet inquiries and locating materials in the library
* Maintained library records of available materials and patron’s information
* Supported access to computer services by instructing staff, patrons and community organizations in current technologies.
* Worked with the Librarian and Program Manager to monitor the library budget
* Created and/or completed records in the catalog to prepare titles for check-out
* Represented the library at quarterly meetings to discuss any events we had planned for the future
* Assisted in planning and participating in special programs such as Month of the Military Child, Dr. Suess Day, Summer Reading or outreach programs
* Assisted training new staff in the performance of library duties, plan work and set priorities
* Consistently used and educated patrons on the technical and educational databases provided to them, along with the databases required within work roles at the library

**Childcare Provider** (May 2017 – August 2018)

**Nanny** Houston, Tx

* Live-in nanny for 1-year old twins
* Performed primary childcare duties including bathing, changing diapers, feeding and planned activities
* Promoted language development skills through reading, storytelling and music
* Closely monitored children play activities to verify safety
* Organized activities that enhanced children’s physical, emotional and social well-being
* Kept notes of incidents and any medication administered to the children
* Perform light housekeeping duties like cleaning, preparing easy meals and children’s laundry

**AWARDS**

**Junior Civilian of the Quarter -** MWR NASP Library 2019

Throughout my time at the library I helped renovate the facility from Library of Congress to Book Store Model. We were the first official Navy library to complete this. During this time not only did I devote extra hours to help get the job done, but worked to ensure the job was done correctly and effectively. I took on countless tasks and completed each one effectively. During this project I was able to grow professionally and become more confident in leading.

**EDUCATION**

General Assembly Front-End Web Development- July 2022

Wharton County Junior College (2016 and 2017) – Completed 12 credits of Computer Science AA

**PROFESSIONAL STRENGTHS**

**Technical Skills-** Microsoft Office suite (Word, PowerPoint, Excel, Outlook, OneNote), HTML5, CSS3, JavaScript (ES6), GitHub, Slack, social media, web development (~1 year/novice)

**Language-** English (Native), Spanish (Conversational)

**Interests-** Photography, working out, playing sports, hiking, learning new skills, podcasts, traveling