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| Roxanne Alvarez  775-351-7142  242Crampton St.  Reno, Nv 89502  Rox0249@yahoo.com |  |

Objectives

To be involved in a positive and safe work environment. To gain work experience and to perform all tasks assigned with enthusiasm and efficiency.

Education

2008-2009 | Truckee Meadows Community College Reno, NV

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| * Majoring in Veterinary Technician * Freshman in General studies * Passed the Praxis series I Parapro Assessment. Score 474. |

Experience

12-01-2005 – 06-21-2010 | Educational Technology Specialist

Veterans Memorial Elementary School | Reno, Nv

* Managing several classes of 30 students daily
* Installing rules and standard to run a smooth and safe class
* Teaching basic computer functions to grade level K-6th
* Creating lessons corresponding to grade levels
* Grading papers and giving accurate scores
* Translating (Spanish)

12-01-2008 – 03-10-2010| Lift Operator

MT. Rose Ski Resort | Reno, NV

* Operated lifts ensuring patrons load and unload safely and efficiently
* Set up mazes for well-organized lift lines
* Ensured that all guest have a valid ticket
* Shoveled and raked snow on the runway, to meet height requirements
* Provided directions and other information to guests

10-01-2005 – 12-21-2005 | Secretary

Geoffrey Giles Bankruptcy Law Offices | Reno, Nv

* Answering incoming Phone calls
* Organizing and filing folders
* Setting appointment

05-01-2005 – 12-01-2005 | E.S.L Aide- S.F.A Tutor

Veterans Memorial Elementary School | Reno, Nv

* Working one-on-one with students.
* Rereading familiar stories, quick word reviews, reading new and current stories, and some focused writing skills.
* Conduct placement test.
* Preparation of needed materials, and lesson planning.
* Translating (Spanish)

08-19-2002 – 05-01-2005 | Teacher’s Aide

Glenn Duncan Elementary School | Reno, Nv

* Working with first, second and fifth grades.
* Help children maintain positive behaviors in the classroom.
* Rotating around the classroom helping students with journals, class work, reading, and math.
* Preparation such as copies, display boards, centers, and necessary materials needed.

Translating (Spanish)

Skills

* Organized
* Communication
* Outgoing
* Bilingual

References

* Gloria Geil Principal (Supervisor) 1200 Locust St. Reno, NV. (775)345-8100
* Heather Brooks Librarian (Co-Worker) 1200 Locust St. Reno NV (775)775-2603
* Gloria Guardado Retail (Friend) Reno NV. (775)742-6974
* Monica Capone Receptionist (Friend) Portland OR. (775)224-3670