

Serle Ratavoosian

Tujunga, CA - Email me on Indeed: [indeed.com/r/Serle-Ratavoosian/9f5c8db93bffb3a](https://www.indeed.com/r/Serle-Ratavoosian/9f5c8db93bffb3a)

Authorized to work in the US for any employer

WORK EXPERIENCE

After School Teacher

Holy Gate Education Center - La Crescenta, CA -

June 2017 to Present

- Conduct group/individual reading, math, and science activities.
- Responsible for managing class of students
- Implemented and ran activities for a group of up to 30 children.
- Ensured that homework/projects were completed on time
- Reviewed work and assignments for overall completeness
- Tested, tutored and tracked progress of 2nd graders

Volunteer

Glendale Adventist Medical Center -

2015 to 2017

- "Angels in the ER" - Greet and assist patients and visitors in the ER waiting area.
- Dietary Department- Patient menu assistance
- Maintain cleanliness of patient and public waiting areas.
- Greet, direct and provide way-finding for patients and visitors
- Responding to nurse requests
- Wipe down wheelchairs, stretchers and other equipment

EDUCATION

California State University

2015 to 2017

Public Health

Glendale Community College

2013 to 2015

ADDITIONAL INFORMATION

- Excellent customer service and strong communication skills
- Expert in Microsoft Office, with a focus on Excel
- Bilingual in English and Armenian

- Able to work well unsupervised
- Detail oriented
- Adaptability