

# Jessica Jimenez

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## EXPERIENCE

Special Education Instructional Assistant, Beverly Hills High School, October 2022-Current  
Beverly Hills, CA

- Worked with students with specialized needs to accomplish tasks and build practical skills.
- Monitored students in class, hallways and cafeteria to enforce school rules.
- Helped students to develop good behavioral habits through positive reinforcement and encouragement in studies as well as discipline and careful use of physical intervention when required.
- Provided special attention to individuals needing extra academic or behavioral guidance during classes.
- Oversaw groups of students at school and off-site locations, maintaining optimal safety and security.

Provider, Child Care, August 2009-Current  
Los Angeles, CA

- Take care of children's basic needs (infants to pre-teens); organize activities; transport children to and from school and extracurricular events; provide overnight care; and ensure each child's safety and well-being.

ESL Power Systems Administration Clerk, Engineering Department, September 2018-July 2019  
Corona, CA

- Photocopying and scanning documents
- Process, assess, and input work tickets into EZCM computer program
- Compiled, sorted and verified data before it entered.

School Game Supervisor, California State University Dominguez Hills/Carson, September 2011-May 2018  
Carson, CA

- Count tickets and money from sales and entered amounts into Excel to calculate daily profit
- Answered phones, communicated with outside companies about payments received, and performed other administrative office duties
- In charge of collecting and maintaining statistics for university sports events
- Ensured that manual stats book corresponded with computerized system.

Summer Camp Counselor, Alexandria House Transitional Residence & Neighborhood Center, Summer-14-17  
Los Angeles, CA

- Planned daily activities for children ages 5-12; supervised and actively engaged in activities with campers; motivated children to participate.
- Engaged children in arts and crafts, singing, sports activities, games and field trips while maintaining safe environment.
- Maintained relationships and communicated with camper parents and family members.

## **EDUCATION AND TRAINING**

Bachelor of Science

Physics, California State University Dominguez Hills, Carson, Dominguez Hills, Los Angeles CA May 2018

High School Diploma

June 2011

Workforce Readiness Job Training

Los Angeles CA

## **CERTIFICATIONS**

- CPR, American Red Cross - 2022 Los Angeles CA
- Non-Violent Crisis Intervention, Crisis Prevention Institute - 2022 Beverly Hills CA

## **SKILLS**

- |                      |                                  |
|----------------------|----------------------------------|
| • Time management    | • Organizational skills          |
| • Problem resolution | • Multitasking                   |
| • Critical thinking  | • Bilingual: English and Spanish |
| • Team building      | • Word, Excel, Powerpoint        |
| • Leadership         | • Customer Service               |

## **ADDITIONAL INFORMATION**

- Theodore Will Physics Scholarship, California State University Dominguez Hills/Carson
- Alexandria House Community Leadership & Organization Award
- Alexandria House Excellence in Education Scholarship

## **REFERENCES**

References Available on Request