**Giancarlo Monasterio**

Gmonasterio101@aol.com

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

James Madison University,Harrisonburg, VA May 2023

* ***Bachelor’s of Science in Health Science***

**WORK EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Excel Physical Therapy Technician Fairfax**, VASeptember 2023- Present

* Ensure continuity of patient/client treatment flow to/from room and gy,; prompts patiendts/ clients their exercise sequence as instructed by physical therapist
* Daily Stocking and inventory of supplies. Manage PT supply inventory
* Disinfect and clean all equipment and treatment furniture after every patient/client use. Ensure all equipment is in good running condition

**Coastal Flats Server,** Tysons Corner, VAJanuary 2018- August 2023

* Guided 50+ guests daily through menus while demonstrating a thorough knowledge of our items
* Took accurate orders and working with other GARStars to serve food and beverages that met or exceeded guests’ expectation
* Provided welcoming and attentive service to 50+ gusts per day that made the guest feel well taken care of and built rapport with them

**JMU Laboratory Supervisor,** Harrisonburg, VASeptember 2021- May 2023

* Oversaw daily lab operation and managed workflow. Created project schedules and monitored staff and student productivity. Developed, implemented, and evaluated goals, objectives, policies, and procedures. Evaluated operations and activities for effectiveness.
* Supervised science lab staff and prepared areas and classrooms to ensure proper safety measurements were met and maintained. Coordinated with Instructional faculty to create laboratory experiments. Resolved conflict between lab staffs and instructors concerning lab schedules, lab prep and lab supply quality.
* Researched, developed, implemented, and managed all aspects of safety training for staff and students. Ensured safety of equipment and college policy and local, state, and federal laws are followed. Develops policies and advises faculty and staff on safe usage and handling materials.

**Flow Scientific Junior Engineer** Lorton, VAMarch 2019- July 2020

* Wrote technical documents to include training materials, installation guides, configuration management concepts, proposals, and reports
* Oversaw contractor development of technical collection systems and software in accordance with system requirements
* Provided mission planning and requirements development using an interdisciplinary approach encompassing the entire technical effort to evolve and verify and integrated and total lice cycle balanced set of system, people and process solutions that satisfy customer needs, in support of system acquisitions

**MHD Administrative Assistant,** Falls Church VA May 2016- September 2017

* Managed daily calendars for multiple executives, demonstrating flexibility and problem-solving abilities to adjust or prioritize schedules based on last minute change
* Arranged, coordinated, and reserved conference rooms. Audio/ video, travel arrangements and created expense reports in a timely manner
* Prepared professional business communication documents including memos, letters, and emails. Participated in general administrative duties (copying and facing) distributing mail, ad- hoc projects, committees and/ or group events

**SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Proficient: Zoom, Adobe, Canva, Microsoft Office, G Suite/Workplace, Social Media Platforms, Cisco Webex, JavaScript, C++, User Interface, Linux, Spanish

**CERTIFICATIONS AND LICENSES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* BLS Certification