

Nataly Ortega

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EXPERIENCE

Our Lady of Lourdes middle school, 315 Eastmen Ave, Los Angeles, CA— Summer School Program Assistant (*volunteer work*)

June 2016 - August 2016

- . classroom activities - Assisting teacher in preparing materials for the day's activity, guiding children through educational activities, providing one on one support to students, organized the classroom
- . playtime- Engaged with children during free play, facilitated classroom games, monitored outdoor play
- . Naptime- assisted children during nap time, reading stories, creating a calm and soothing environment for children
- . Lunch time- Supervised children during meal time, helped children when eating, assisted in opening containers, helped children with utensils
- . Dismissal- helped students gather their belongings, accompanying children to their car, communicated with children's parents
- . Assisted children during mass, sat next to children, participated in weekly lectures

Erika Moran, 8463 Madison Ave Apt H South Gate CA- (*Baby sitter*)

June 2018- August 2018

- Helped care for child while parents were at home
- 8:00am to 4:00pm
- Duties were to feed, assist in showering, assist in napping, assisted diaper changes, played with the child
- Child is high on the autism spectrum

Kipp Los Angeles College Prep, 2810 Whittier Blvd, Los Angeles, CA 90023 — *after school instructor*

August 2021- July 2022

- . Supervised children from grade levels 5th through 8th grade during the after school meal time, monitored children, emphasized the use of masks, emphasized sitting 5 feet away from one another
- . Guided a classroom of 5th graders, assisted in homework help for 30 minutes, reading time for 30 minutes, monitored children during the after school snack break, emphasized the use of masks, emphasized sitting 5 feet away from one another

SKILLS

- . communication skills
- . CPR CERTIFIED
- . Bilingual
- . CECO Training (Mandated reporters training)

AWARDS

- . CSULA NSSLHA member
- . CSULA Honors society nominated

LANGUAGES

- . Fluent Spanish Speaker (Native)
- . Fluent English Speaker
- . Moderate ASL Speaker

. marked down children present during the beginning of school dismissal, during lunch and snack

. Facilitated a volley ball club, guided children in running drills, guided children during games, guided conditioning

. Facilitate an art class club, guided children in different art activities, assisted children, provided material for children such as clay, ribbons, markers, chalk

. created lesson plans, meetings once a month with supervisor, meetings once a month with team, attended school meetings, collaborated with the principal and teachers in creating new activities for the children

. one on one conversations with parents, built relationships with children and parents

Anna Bing Arnold Children's center , 2301 Levanda Ave Los Angeles, CA 90032 — *infant teacher's aid*

September 2022 - current

. Care for infants of 6 months to a year and a half

. bottle fed infants before napping, before meals, and after meals

. Prepared bottles using both mothers breast milk and formula, noted the time, date, ounce, and type of milk the child will be drinking on the bottle itself and on a daily report sheet.

. prepared meals for children, wiped down children's tables, assisted in washing children's hands, placed bibs on children. Accommodated and switched meals for children that have allergies or have not yet tried certain foods.

. Maintaining Cleanliness and Hygiene: Ensuring that the daycare environment, including toys, equipment, and changing areas, is kept clean and hygienic to promote infant health and safety. Washed childrens clothes, childrens bedding, toys, blankets, pillow covers, and rugs, wiped down surface areas such as tables, changing areas, and toys

. changed infants diapers every two hours and immediately changed when a child had a bowel movement, gloves were placed, applied ointment on children's rashes, diapers were wrapped up and thrown away, sanitizer and detergent is used on the diaper changing table before and after a child is done being changed and is left on for two minutes before and after.

. dressing infants in new clothes when dirty, changing clothes according to the weather, placing shoes on children and extra clothing parents asked to be placed such as beanies, children were also lathered with spf when hot, lathered with specific ointments catered to them and their needs

.Facilitating Nap Time: Creating a calm and soothing environment conducive to napping, including providing comfortable sleeping arrangements and following individual nap schedules. Napped infants, placed infants into their cribs or placed them on their mats, placed sleep

sacks on infants who used them, turned on sound machine

. Infants were monitored in the infant room, a sleeping report was noted every 15 minutes; noting down the child's position, new movements, when the child was placed down to sleep and when the child woke up

. sat down with infants during breakfast, lunch, snack and assisted children in eating their meals, assisted in cutting their meals into smaller portions, encouraged children to use their utensils and cups on their own, signed to children "all done" "more" "water"

. children were spoken to using verbal language along with signing and guiding the children step by step with any task, "all done" "more" "water" "diaper change" "sleep".

. Facilitated activities for children, water play, sensory activities, social activities, language development activities, physical development. created different environments and play areas for infants to manipulate and practice their developmental skills as necessary. Such as creating slime, and placing tulle around the classroom for children to manipulate

. tummy time is used when children first come into the day care, children are sat next to and placed on their tummy for periods of about 5 minutes while being monitored, then placed back on their backs until the child is eventually able to roll around, crawl, and eventually walk.

. guiding children to understand the emotional needs of others, understanding and tending to children's emotional needs when upset, happy, and or tired. Children were tended to by giving them time and space and allowing them to explore on their own. Children are encouraged to express their emotions, as a teacher we are there to support their big feelings.

. promoted language development, Talking, singing, and reading to infants to expose them to language and encourage early communication skills. In using music, reading children's books, guiding every step in any task the teacher and child did together.

. Monitoring Developmental Milestones, Observing infants' behaviors and developmental milestones to track progress and identify any areas needing additional support. DRDP's were used, once a week for an hour I would write DRDPs on my assigned children.

. attended classroom meetings once a month with classroom teacher leads, speaking about further classroom arrangements for children's developmental needs, assessing any new behaviors in children, discussing daily classroom tasks, creating and collaborating with lead teachers using DRDP'S, classroom observations, and recording children during play when showing a new skill.

. guided children during play, teacher moved wherever a child went, played with children focusing on their specific interests, and participated in dramatic play with children.

. Communicating with Parents: Providing updates to parents about their child's daily activities, feedings, diaper changes, and any notable developments.

EDUCATION

Alliance Marc & Eva Stern Math and Science School, 5151 State University drive, Los Angeles, CA — *High School graduate*

August 2016 - May 2020

California State Los Angeles University , Location — *majoring in Communication Science Disorders*

August 2020 - in progress Spring 2025