

Xochell M. Torres

Los Angeles, Ca

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Objective

A caring and motivated individual seeking a position that allows growth and a challenging work environment.

Skills

- Experience working with children in a school setting.
- Good customer service, organizational, and computer skills (Microsoft Digital Literacy certification)
- Experience in handling confidential materials.
- Ability to take accurate phone messages and complete assignments promptly.

Experience

Teacher's Aide

Child Care Careers

- Created a safe environment conducive to student learning by assisting teachers.
- Assisting with child care lessons for their grade level.
- Prepared meals for students.
- Assisting with documentation needed yearly.
- Maintained a good organized classroom and instructed children in healthy habits.

Campus Monitor

Aspire Tate Academy

- Greet incoming students and visitors.
- Supervision during school hours included; playground, recess, and lunch.
- Assisting teachers in classroom setting and monitoring hallways while class is in session.
- Maintaining a good safe environment for students to accomplish their daily goals.

Paid Intern

Ronald McDonald House- San Diego Ca.

- Greet and direct incoming patients and their families
- Multiple phone line experience
- Kitchen and meal preparation and maintenance
- Facility upkeep and room organization
- General clerical duties
- Facilitate activities for children in day care program
- Assist management with any project or task when short handed

Office Assistant

Experience the Difference Exterminating- South Gate, Ca.

- Assisted with all administrative and general office duties
- Assisted customers via phone
- Maintained and filed all documents, including computerized and manual records
- Screened and routed incoming telephone calls
- Addressed walk-in inquiries and schedules appointments
- Collected and sorted mail

Education

High school diploma

Diego Valley Charter- San Diego, Ca.

College

Victory career college

19401 S Vermont Ave unit G100

Torrance,CA 90502

Completing 600 hours Graduated 2023.

Currently Attending:

Spring 2025 East Los Angeles College

Monterey Park, Ca

References

References available upon request