

Jessica Lea Munoz

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PROFILE

- Bilingual
- Maintain efficient time management and punctual.
- Strong conflict resolution skills.
- Always establish a prepared environment around me by preparing ahead of time.
- Strong leadership skills built from attending a High School Military Academy.

EDUCATION

- California Polytechnic University, Pomona — Bachelor of Science, Biology (2013-2016)
- San Francisco State University (2011-2013)

SKILLS

- Laboratory: Spectrometer, Potometer, Fluorometer, Light Microscope, Binocular Microscope, dilution, titration, gel electrophoresis, SDS-PAGE gel, PCR, Hemacytometer, and pH meter.
- Computer: Microsoft Word, Microsoft Excel, and Microsoft Powerpoint.

EXPERIENCE

Program Manager

Integrated Resources Institute; Sylmar, Ca (November 2019-Present)

Senior Job Coach

Integrated Resources Institute; Sylmar, Ca (May 2019-November 2019)

- Trained in new Job Coaches on how to support the individual's we supported at that time.
- Performed site visits to ensure great quality of support out in the community.
- Supported individuals at volunteer and work sites, when needed.

Job Coach

Integrated Resources Institute; Sylmar, Ca (March 2019-May 2019)

- Discover individual's interests, skills and desires through trial volunteer work settings.
- Getting to and from their job location using personal vehicle.

- Contacting employers and intern sites that match the person's interests.
- Facilitate interviews that match the person's interests and skills.
- Supporting the person to learn the tasks at their job.
- Transitioning support to co-workers.

Secretary

Peruamex Import Export, Inc.; Los Angeles, Ca (Summer 2015&2016, Full Time December 2016-March 2019)

- Maintain an organized office; file paperwork, mailing, and accounting.
- Create Invoices for customer's orders
- Create templates, price lists, and inventory lists using Excel.
- Keep detailed notes on meetings with customers.

One to One Teacher's Aide

Leroy Haynes Family of Programs; La Verne, CA (October 2017- June 2018)

- Worked with student in a one-on-one setting to reinforce instruction and help student learn specific academic skills.
- Daily data was taken on student's behavior and academic performance.
- Met with teacher to review daily lesson plans.
- Assisted in maintaining health and safety of students by being aware of environment and the potential of student actions; assisted the teacher or specialist according to established guidelines and procedures.

Customer Service Representative

24 Hour Fitness; Eastvale, Ca (November 2015- May 2016)

- Assist with any of the club members needs.
- Maintain a clean, friendly, and helpful environment for club members.
- Sell items from the club store to members.
- Translate for Sales Representatives when Spanish speakers would inquire about memberships.
- Update billing information and general information on club members in the computer system.
- Uphold a healthy lifestyle.

Assistant Track Coach

Fontana Unified School District; Fontana, Ca (December 2013-June 2014)

- Organized and gathered important athlete eligibility documents prior to track season to comply with California Interscholastic Federation guidelines.
- Aided the head coach to athletes in their events during practice to promote a more one on one environment for athletes.
- Assisted the coordination of all home track meets to deliver an organized event where athletes can focus on their goals.
- Prepared athletes mentally and physically, by stretching and going over technique, before they run their event so they are prepared to run to their potential.

Assistant

Janet Ceramics; Agoura Hills, Ca (Summer 2009- Summer 2014)

- Assisted preparing ceramics prior to classes to present a well ordered classroom for the students.
- Gathered all item numbers of ceramic materials needed for the company invoices.
- Assisted in teaching students how to properly paint ceramics during class to help grow the students skills in art.

Volunteer

San Francisco Zoo; San Francisco, Ca (September 2011- May 2012)

- Completed 57 hours of volunteer work.
- Cleaned habitats to maintain a healthy home for the animals and then placed them back into their habitats.
- Prepared food for various animals that followed specific diets for each animal.
- Taught zoo visitors about animals, sometimes hands-on, to promote a positive understanding about the importance of conservation.
- Executed exercise activities for many animals under supervision of keeper by following the safety protocols.

Volunteer

Mission Bell Elementary School; Riverside, Ca (School Breaks 2008- Schools Break 2011)

- Assisted teachers by grading students homework to alleviate the everyday pressures of a teachers daily responsibilities.
- Tutored children that needed extra help in certain academic areas to help the child successfully reach academic standards.
- Helped prepare materials for class the next day by gathering classroom hand-outs, writing materials, and books.