## RESUME

## Lorena Mendez

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##

# HIGHLIGHTS

* Honest, reliable, responsible, dependable, hardworking
* Fluency in English and Spanish
* 10 units of Early Childhood Education classes, including caring for children with special needs
* 2 years Nanny experience with a newborn
* 2 years babysitting experience with children in elementary school
* Juvenile CPR certification
* Professional cooking experience
* Clean driving record

# EXPERIENCE:

**Hayes-Johnson family, Redwood City 9/17 - 9/19**

*Full-Time Nanny Age of child when I was hired: 3 months*

Provided full-time, child care five days per week including flexibility to work weekends

* Responsible for feeding, bathing, changing, taking the child to the park,
* Created a daily routine
* Drove the child to Gymboree
* Prepared healthy meals and snacks
* Supported the children through developmental stages, including introducing solids, crawling/walking, bi-lingual language acquisition
* Read to the child at least once a day; created fun craft and singing activities
* Promoted motor skills by encouraging outdoor plan
* Performed light housework including cooking dinner two nights a week and doing the baby’s laundry
* The position ended when the child began preschool

**The Wick Family Menlo Park, CA 1/15 – 6/17**

*Part-time Babysitter Age of child when I was hired: 5, 7, and 9 years old*

Provided babysitting two afternoons a week and one weekend evening a week

* Picked up children at school and drove them to afterschool activities
* Helped children with homework
* Prepared nutritious dinners for children
* Provided overnight care when parents travelled
* Read to youngest child before bed
* Enforced parents’ policy of “no tv or computers” during the week

**Mexicali Restaurant Menlo Park, CA 2/15 – 8/17**

*Line cook, 20 hours a week*

Provided babysitting two afternoons a week and one weekend evening a week

* Supervised two other line cooks
* Award line cook of the month, 1/17
* Maintained cleanliness of kitchen exceeding state health requirements
* Prepared all food items in a 30-seat Mexican restaurant

**Education**

* Cañada College: 8/2017 to present
* Completed 12 units of Early Childhood Education classes

**Awards**

* Scholarship: Sequoia Adult School Scholars: 2018, 2019
* ACE (Academic Command of English) Award, Cañada College ESL Department, 2018