*‍Chrystal Ruth Stout*

*(323) 741- 7304  | 1117 N Stoneman Ave, Alhambra, CA 91801  |   csula2cstout@gmail.com*

**Objective**

Work full time in a school or education center as a Teacher for children in Special Education.

**Certification**

**2017-2018| California State University Los Angeles**

* CPR Certified

**Education**

**2017-2018| California State University Los Angeles**

* Major: Urban Learning
* Education Specialist Credential

**2016-2017| East Los Angeles College**

* Major: Child Development/Rehabilitation Sciences
* General Education transfer to 4 year institution

**September 2012-2016 | Glendale Community College**

* Major: Child Development
* General Education transfer to 4 year institution

**HS Diploma | June 2012 | Eagle Rock High School**

* With Honors
* GPA 3.0
* ASB Leadership member

**Skills & Abilities**

**Communication**

* Read, write, and speak fluent English.
* Some American Sign Language.

**Technology**

* Microsoft Office (Word, Excel, and Powerpoint)
* Computer savvy.
* POS system

**Professional Experience**

***Café Barista***

**The Bean café (Glendale community College Campus) Private - Robert | February 2013- present, June 2013**

* Processed merchandise and orders through POS registers system.
* Delivered prompt-quality service while maintaining a positive energy and fast paced work environment.
* Prepared espresso shots through careful measurement of pre-ground coffee and tamping.
* Operated automatic espresso machine, steamed milk using a manual steam wand according to temperature, operated blenders in order to make cold blended drinks.
* Crafted a variety of flavored and unflavored lattes and cold blended coffee drinks according to café’s specifications.
* Prepared food for customers like pastries, sandwiches, bagels, and pizza buns.
* Kept a clean and orderly work environment.
* Maintained and restocked pastries, milk, sugar and other items.
* Cleaned and sterilized coffee machines.

***Teacher’s Aide***

**Private - Anita Hultman | December 2010- June 2012**

* Took class attendance, and maintained attendance records.
* Graded homework and tests, computed and recorded results, using answer sheets and electronic grading system.
* Maintained computerized grading system.
* Laminated teaching materials.
* Typed, filed, and made copies.
* Organized student paperwork.
* Kept an accurate and well-maintained grade book.
* Graded, organized, and recorded countless assignments.

***Volunteer***

**Center of the Arts, Eagle Rock; Eagle Rock Music Festival| September 2011- October 2011**

* Recruited volunteers.
* Put up posters around town.
* Greeted guests. Gave Directions and answered questions regarding the event.
* Assisted in event set up.

***Volunteer***

**St. Dominics HOPE Dinner | September 2009- September 2010**

* Cleaned and sterilized dishes and kitchen utensils.
* Placed food servings on plates according to instruction.
* Loaded dishes with accessories such as eating utensils, napkins, or condiments.
* Removed and stacked dishes for return to kitchen after meals were finished.
* Prepared food items.
* Served guests at tables.

***Special Education Teacher’s Aide* (Subtitute) | December 2014- June 2017**

* Assisted in the needs of the care and supervision of children.
* Facilitated group activities and games for children.
* Led small group activities and lessons.
* Assisted in toileting and diapering needs of children.
* Ensured a safe and positive learning environment.
* Took class attendance, and maintained attendance records.
* Graded homework and tests, computed and recorded results, using answer sheets and electronic grading system.
* Maintained computerized grading system.
* Laminated teaching materials.
* Organized student paperwork.
* Kept an accurate and well-maintained grade book.

**References**

***Anita Hultman***

* Teacher
* (323) 403-3369

***Christian Artizada***

* Teacher
* (323) 401-4576