

Chrystal Ruth Stout

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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

· (323) 401-4576

- Teacher
- (323) 403-3369

Christian Artizada

- Teacher