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| Laura M. Avilespsylauraaviles16@hotmail.com321-318-0791  |  | | --- | |  | | Objective Assist children and adults to identify behaviors and experiences to promote good health. | | Skills Computer skills, Microsoft offices |   CERTIFICATIONS   * Foundations for Understanding Special Education * Principles of teaching * Working with Students with Special Education Needs * Microsoft office, Internet and Simple Repairs * Office Worker Typist | |  | | --- | | ExperienceAssistant Tecahcer/ Rebor christian academy, Kissimmee, FlNov 2017-Feb 2018  * Assist a teacher with instructional responsibilities.  Bus driver/Reborn Christian academy, Kissimmee, flSep 2015 – Dec 2017  * Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules.  Secretary/shalom clinical laboratory, quebradillas, PrMar 2004 – Jun 2007  * Answer telephones and direct calls to appropriates staff. * Billing of medical plans. * Receive and route messages or documents. * Maintains medical records, technical library, or correspondence files.  Assistant Secretary/Shalom family policlinic, quebradillas, PrApril 2003 – Mar 2004  * Answer telephones and direct calls to appropriate staff. * Complete insurance or other claim forms. * Customer service. * Record medical charts, reports, or correspondence, using typewriter or personal computer. * Maintain medical records.  EducationB. A. Psychology/ MAY 2019Interamerican University of Puerto RicoPonce, PR | |  | |  | |