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| Laura M. Avilespsylauraaviles16@hotmail.com321-318-0791

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| ObjectiveAssist children and adults to identify behaviors and experiences to promote good health. |
| SkillsComputer 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
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| 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.

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