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| Contact 107 Prospect Ct  Oakley, CA 94561  (415)-525-2170  [frankico720@gmail.com](mailto:frankico720@gmail.com) | Profile Currently Assistant teacher at Episcopal Day with background of Certified Phlebotomy Technician from Multiskilled Medical Certification Institute, with completion of hands on learning, consistently recognized for providing quality patient/student care. BLS Certified advanced knowledge in medical terminology and strong ability to work in high pressure environments. Empathetic individual with excellent customer service and experience in a variety of industries |
| Education **CERTIFICATE OF COMPLETION, PHLEBOTOMY**  Multiskilled Medical Certification institute- Project Heartbeat. LLC.  Oakland, CA  November 2019   * CPT-1   ID:1086255  **Highschool Diploma**  Deer Valley High School  Antioch, CA Key Skills  * Responsive Classroom Lower school training * CPR/ First aid Certified (AHA) * Childcare education (Ages 6-14) * Decision making/ Problem solving skills * Demonstrates professionalism and contributes to a positive work environment. | Experience **Assistant Teacher • Episcopal Day School of St. Matthew**  August 2021-Present / San Mateo, CA   * Meet with small group of students, assisting with students one on one, teaching whole class lesson/ Curriculum * Keep track of student's progress and write down information that will be useful to the Lead teacher * Study and follow curriculum and lesson plan as provided by the lead teacher or division director   **Substitute Teacher/ Afterschool Program Teacher**  October 2020 August 2021 / San Mateo, Ca   * Supervising +15 children and maintaining an orderly learning environment * Cover classes for faculty during short term absences * Work is in active, fast-paced environment dealing with various challenges, deadlines, and contacts * Grade students' assignments and provide constructive feedback if required   **Cashier/Server • Muscle Maker Grill**  September 2018-2020 / Antioch, CA   * Enhance customer experience by making suggestions, responding to questions for dine in/ to-go orders * Maintains a clean working environment and restocks inventory on daily basis   **Carpenter & Laborer • HBUILT. Inc.**  November 2017-July 2018 / Livermore, CA   * Build and frame windows and roofs for new townhome structures * Experience operating power saws, routers, planers, and pneumatic equipment   **References**  **[Available upon request.]** |