

RODRIGO ARREDONDO-LEAL

LealOnSet@gmail.com | 760-600-3393 | 83641 Nicklecreek Dr. Coachella, CA 92236

Objective

Seeking to build my knowledge as a production Assistant.

Skills

- Leadership
- CPR/First aid/AED certified
- Bilingual- Spanish/ English
- Administer prescribed Medication
- Food Handlers certified
- Epinephrine Certified
- Catheterization certified
- Gastrotomy Tube certified
- Apple/PC Computer Skilled (Excel, Word, PopwePoint)
- Easy to work with

Experience

Classified Substitute | Coachella Valley Unified School District - Thermal, CA | Current

- Enforced classroom routines to keep students on schedule and operating at consistent level.
- Observed strict confidentiality and safeguarded all student's information.
- Administered prescribed medications and started intravenous fluids to address students' symptoms.
- Addressed student's needs, took vitals, dressed wounds and managed catheters.
- Administered general care to students, including recording of temperature.
- Provided one-on-one instruction for non-English speaking students within classroom settings or students with special needs.

Children Recreation Leader (ASES) | Desert Recreation District/ Desert Sands U.S.D - Indio, CA | 06/2018 - 12/2019

- Started as a substitute, subbing in various locations from North Shore to Desert Hot Springs.
- Assist during basketball tournaments as timekeeper.
- Engaged children in arts and crafts, singing, sports activities, games and field trips while maintaining safe environment.
- Not to longer after being a substitute I was permanent at Oliphant Elementary.
- Enabled students to improve reading and writing skills through effective teaching of comprehension tactics.

After School Education & Safety Program (ASES) | Coachella Valley Unified School District - Mecca, CA | 11/2014 - 06/2018

- Delivered effective tutoring sessions for students in grades k-6th.
- Supported office needs including taking messages, scanning documents, answering phone calls, assisting/ greeting parents and community visitors.
- Assisted with dinner distribution.
- Provide janitorial services such as mopping, cleaning tables and picking up trash after students had their dinner.
- Engaged children in arts and crafts, singing, sports activities, games and field trips while maintaining safe environment.

Volunteer | Coachella Valley Unified school District - Thermal, CA | 11/2014 - 06/2018

- Covered reception desk to help incoming guests, collect mail and maintain secure entrances.

- Assisted with facilities maintenance needs, including basic cleaning and trash removal.
- Assisted with clerical tasks, including filing, shredding and stuffing envelopes.
- Volunteered during School events in multiple locations.
- Volunteered in classrooms as a tutor.
- Helped set-up for event, decorating, and stayed to help during the clean up process.

Education

Desert Mirage High School | Thermal, CA | 06/2016

High School Diploma

Tammy'Dele Films Set Production Assistant Workshop

Friend And Film Program -Janet Urban