

# Sunny Robards

Aurora, CO 80017  
[sunkaye27@gmail.com](mailto:sunkaye27@gmail.com)  
+1 720 481 6629

I have worked with children for many years. I am ready to further expand my horizons and enter into new ventures. I am a quick learner and enjoy learning new things.

Authorized to work in the US for any employer

## Work Experience

---

### **Monitor Supervisor/Dispatch**

Wyatts towing - Denver, CO  
April 2018 to October 2021

1. Driving to and from properties monitoring for parking violations, permit violations and other property violations. Requesting tows, writing warnings using the on line towing system, submitting pictures of all violations, and providing customers with explanations of warnings or tows when needed.

- Supervising monitors, making sure they are properly trained, handling disciplinary action, making sure jobs are completed to uphold the company's code of ethics. Working closely with the manager and finding solutions to attendance, ways the job can be done more efficiently and more effectively

Dispatching drivers to calls, answering phones, providing customer care, inputting tows as well as answering emails from property managers, speaking to property managers and helping find solutions to parking issues.

### **Teacher/ bus driver**

Acacia learning Center - Denver, CO  
February 2017 to May 2018

Helping with pre-k3 and summer camp. Planning field trips, bus routes, picking up and dropping off students at school. Helping in many other rooms. Assisting with planning activities. Supervision. Cleaning

### **Teacher**

Renewal Academy - Thornton, CO  
August 2016 to April 2017

Teaching 6th, 7th, 8th, and 9th grade language arts.. Homeroom to 6th grade.. Lesson planning, classroom management, playground and field trip supervision.

### **Teacher Assistant**

St. Andrew Preschool - Highlands Ranch, CO  
August 2015 to May 2016

Responsibilities

Help the lead teacher in a room with 2 year olds with daily activities and transitions. Outside supervision, meal serving, changing diapers, cleaning and disinfecting. Making learning while playing fun.

## Accomplishments

CPR certified

Universal precautions certified

## Skills Used

Energy

Patience

Quick thinking

## **Kindergarten Teacher Assistant**

Clayton Elementary - Englewood, CO

December 2012 to August 2013

I rotated between 4 kindergarten classrooms.

- \* Assisting with classroom assignments
- \*supervising on field trips, recess, in lunchroom
- \*administered tests
- \*keeping classroom tidy
- \*organizing classroom
- \*checking and grading homework

## **B.E.A.M Para**

Englewood Middle School - Englewood, CO

August 2009 to December 2012

I worked in this room with children

who had emotional needs (A.D.H.D, A.D.D., Depression, anger management, Aspergers, ect..) Job duties included assisting children in classrooms.

- \* note taking
- \*restraining when needed
- \*giving children breaks from over stimulation
- \*mentoring
- \*administering state testing
- \*helping with classroom assignments
- \*copying
- \*observing in other classrooms
- \*intervention

## **Kitchen Manager**

Chartwells

October 2008 to August 2009

I began as a part time dishwasher and was promoted to manager in 4 months. I was responsible for cooking and serving breakfast and lunch to 300 students and staff.

- \*keeping kitchen up to code
- \*washing and sanitizing all dishes and surfaces
- \*cashier
- \*preparing deposits
- \*ordering food
- \*sending bill statements
- \*scanning food cards

\*inventory

## Education

---

### **Youth Mental Health First Aide**

Arapahoe Community College - Englewood, CO  
2015 to 2015

### **G.E.D.**

Emily Griffith - Denver, CO  
2001 to 2001

## Skills

---

- Windows 8 (3 years)
- Child care (10+ years)
- Register (5 years)
- Multi-tasking (10+ years)
- Answering phones (6 years)
- Excell (1 year)
- Power point (2 years)
- Word (6 years)
- Autism Experience
- Classroom Management
- Kitchen Management Experience
- Experience with Children
- Mentoring (9 years)
- Time Management (10+ years)
- Meal Preparation
- Special Education
- Special Needs (8 years)
- Teaching
- Developmental Disabilities Experience
- Bus Driving
- Tutoring
- Behavior Management
- Organizational Skills
- Curriculum Development
- Writing Skills
- English
- Microsoft Excel

- Microsoft Word
- Microsoft Outlook
- Logistics
- Microsoft Office
- Cleaning Experience (4 years)
- Supervising Experience (4 years)
- Customer service (10+ years)
- Google Docs (4 years)
- Google sheets (4 years)

## Certifications and Licenses

---

### **Universal precautions**

September 2017 to September 2019

## Assessments

---

### **Teamwork: Interpersonal Skills — Proficient**

August 2020

Responding to challenging team situations at work

Full results: [Proficient](#)

### **Customer Service — Proficient**

August 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **First aid — Proficient**

April 2021

Treating common medical emergencies

Full results: [Proficient](#)

### **Verbal communication — Proficient**

April 2021

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

### **Sales skills — Proficient**

April 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Data entry: Accuracy — Proficient**

August 2020

Entering data quickly and accurately

Full results: [Proficient](#)

### **Customer focus & orientation — Expert**

August 2020

Responding to customer situations with sensitivity

Full results: [Expert](#)

### **Attention to detail — Familiar**

August 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Familiar](#)

### **Customer service fit — Familiar**

August 2020

Measures the traits that are important for high-quality customer service.

Full results: [Familiar](#)

### **Dental receptionist skills — Proficient**

August 2020

Managing practitioner schedules and maintaining accurate patient records

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.