

# SALINA SYCHLA

2951 Jasmine St  
Denver, CO 80207

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(303) 523-7470

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## Qualifications:

- Works well with no supervision
- 40+ Words Per Minute
- Excellent with customer support services
- Skilled at learning new concepts quickly while working well under pressure

## PROFESSIONAL EXPERIENCE

Denver Public Schools- Denver, CO

Oct. 2012-Present

### **Special Education Paraprofessional**

- Supervises students ages 12-21
- Assists students with educational activities
- Supervises and assists students with sensory, fine motor and recreational activities
- Assists with personal hygiene care

Marco's Pizza-Denver, CO

July 2010-Oct. 2012

### **General Manager**

- Supervised employees throughout shifts while providing great customer service
- Maintained employee and store files
- Hired and trained new employees
- Set up fundraisers with local schools and sports organizations
- Prepared and performs food and store purchases as well as bank deposits
- Solved customer concerns resulting in a win-win for the company and customers

Corporation for National and Community Service-Vicksburg, MS

July 2009-May 2010

### **AmeriCorps NCCC Corps Member**

- Received Bronze Presidential Award and Bronze Congressional Award
- Assisted teammates and team leaders as Assistant Team Leader
- Devoted 10 months to community service throughout the Southeastern United States
- Worked with numerous non-profit organizations
- Lived and worked with a 9 member team
- Served the critical needs of disaster relief, unmet human needs, public safety, education and environment

AmeriCorps State-Redding, CA

September 2007-June

**Shasta County Child Abuse Prevention Coordinating Council Asset Coach** 2008

- Supervised a classroom of 15 7<sup>th</sup> and 8<sup>th</sup> graders
- Tutored 7<sup>th</sup> and 8<sup>th</sup> graders in math, science, reading and writing
- Supervised a classroom of 30 1<sup>st</sup> and 2<sup>nd</sup> graders
- Tutored 1<sup>st</sup> and 2<sup>nd</sup> graders in math, reading and writing
- Created and implemented after school programs including indoor and outdoor enrichment activities
- Provided support for parents, teachers and students to improve student's grades

## COMPUTER KNOWLEDGE

Proficient in Microsoft Office 2008 Software such as:

- MS Word
- Outlook
- Access Data Bases for Windows
- Excel Spreadsheets
- Power Point

## EDUCATION

Metropolitan State University of Denver

January 2013- Present

- Majoring in Social Work

University of Wyoming

August 2008-May 2009

- Majored in Social Work

## REFERENCES

### **Tony Laubach**

Meteorologist Producer at KMGH 7News

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### **Sophia Richards**

Tax Associate

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### **Patricia Segall**

Special Education Teacher at DPS

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