

# Victoria Torres

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## Work Experience

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### **Pre-school Aid**

All Aboard Children's Center - Arvada, CO  
March 2016 to July 2016

I worked as a pre school class aid with three year olds I also provided care through out the daycare to other classes including infants 3mo-2yr olds as well as pre-k, I assisted with class activities, class supervision, activity assignments, parent interactions including student day reports, as well as closing and cleaning of center. I am currently CPR & First Aid certified and can provide proper documentation.

### **Nanny**

Self Employed - Thornton, CO  
August 2014 to August 2015

#### Responsibilities

Each day I did feedings everything two hours, diaper changes, nap times, educational play, outings such as parks rec-centers, Denver zoo etc. I also did overnights with newborns.

#### Accomplishments

I accomplished helping families on short notice with a lot of needed help and making them as well as their children feel safe and happy.

#### Skills Used

Skills demonstrated were cleanliness, patience, punctual, and nurturing.

### **Detailer and Receptionist**

Doc's Bike Wash - Thornton, CO  
May 2014 to July 2014

#### Responsibilities

Hand wash and detail motorcycles and cars, as well as answer business calls, book appointments, handle payments, promoting, greet customers.

#### Accomplishments

Give customer satisfaction of their clean vehicles.

#### Skills Used

Communication, cashier, attention to detail, working quickly but effectively

### **Crew Member**

CAM Service - Denver, CO  
December 2012 to May 2014

#### Responsibilities

Plow snow from streets, shovel snow from sidewalks, laying material down on sidewalks to prevent ice forming, hand laborer for power sweeping, used backpack blower, use of hand tools for debree pickup.

#### Accomplishments

Maintaing a clean and safe environment.

#### Skills Used

Teamwork, communication, ability to work under harsh conditions, strength.

### **Volunteer**

KADEP - Denver, CO

January 2011 to October 2011

#### Responsibilities

Clean up after art classes, help residents write during poetry class, serve food, set up tables, clean up dinning room and give my time and conversation to the disabled.

#### Accomplishments

Meeting great new people that I was able to bond with and hear their stories.

#### Skills Used

Communication, patience.

### **Volunteer**

Atlantis - Denver, CO

2010 to 2011

#### Responsibilities

Clean out storage and organize important patient files. As well as fund raise for protest events out of state.

#### Accomplishments

Learning the importance of world access for those with disabilities and fighting for equal rights so they may stay in their homes rather than nursing homes.

#### Skills Used

Organization, communication and learning new things to apply to my work effectively.

### **Kindergarten Aide**

Achieve Academy at Bertha Heid - Thornton, CO

March 2010 to May 2010

#### Responsibilities

I assisted the teacher in helping the children get lined up for dismissal, lunch and bathroom breaks as well as help with math, writing, reading, projects, testing and story time. There were times were I had to supervise the whole class while the teacher had other duties to attend too.

#### Accomplishments

I was able to make a difference and help children learn while having fun.

#### Skills Used

The skills I used were communication, patience and creativity.

#### **Volunteer**

Denver Shelter - Denver, CO

2009 to 2009

#### Responsibilities

Serve food and clean up dining area and kitchen.

#### Accomplishments

Give people who didn't have much, a meal and conversation.

#### Skills Used

Communication and customer service

### Education

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#### **Diploma**

Mapleton Early College High School - Thornton, CO

2009 to 2013