

# Monica Pino

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## Objective

To work for any environment that will broaden my knowledge and enable my growth and my abilities to display and develop experience that will add value to my career.

## Education

### **BACHELORS | 08/2016- PRESENT | NEW YORK CITY TECHNOLOGY COLLEGE**

- Major: Human Services

### **TRANSFERED | 01/1990-05/2016 | QUEENS BOROUGH COMMUNITY COLLEGE**

- Major: Computer Science
- Minor: Business Secretary

## Skills & Abilities

### **LANGUAGE**

- Bilingual Spanish/English

### **SKILLS**

- Microsoft Word, Excel, Power Point and Ten Key.

## Experience

### **SUBSTITUTE TEACHER | CECI LEARNING TREE FGDC | 01/2013- PRESENT**

- Prepare food menu
- Maintain Children's records
- Prepare class lesson English section
- Prepare class lesson Spanish section
- Make sure that all material are available for lesson
- Coordinate class trips.

### **NANNY | KORY SASSOWER | 05/2012- 05/2013**

- Assisted children with homework
- Prepared their meals
- Maintained their room and belonging in order.
- Coordinate play dates.