



SARINA ALVARADO

sarinagee@yahoo.com | C: 408-834-3657 | Watsonville, CA

Summary

Organized, independent worker with strong time management skills. Detail-oriented and able to learn new tasks quickly and effectively. Possessing excellent memory and aptitude for calculations. Determined individual bringing a wealth of talent to the table, including interpersonal and communication skills.

Skills & Certifications

- Time management
- Organization and efficiency
- Reporting requirements
- Research and analysis
- Conflict management
- QBS Safety Care Certified
- CPR/First Aid Certified
- FingerPrint Clearance Card
- Trained in PEAK
- RBT Credential for 2+ years

Experience

Spirit Halloween
Gilroy, CA

Assistant Store Manager
08/2022-11/2022

- Always presented a clean and well stocked sales floor.
- Closed the store and prepped bank deposits on a daily basis.
- Fulfilled online orders to be shipped as soon as they arrived in.
- Created store schedules for all employees to follow.
- Met Sales Goal on a daily basis by providing customer service.
- Hearing out customer needs and resolving any customer issues.
- Communicated with sales associates and resolving any issues.
- Ran inventory, set up and tear down for a total of three different locations.
- Greeted customers on arrival while following through with customer service.

360 Degree Therapy
Gilroy, CA

1:1 Paraprofessional
08/2022-10/2022

- Provided 1:1 support in both general ed classroom setting and small group settings
- Took and analyzed behavioral data on a daily basis.
- Implemented IEP programs and tracked goal progress on a weekly basis.
- Implemented behavior plans and sensory diets on a daily basis.
- Conducted classroom duties while maintaining professional boundaries.
- Listened to student's needs.
- Communicated with parents daily.

- Prepared and followed through with varying daily schedules and services.
- Built and maintained rapport with student in a group setting and 1:1.

Arizona Autism Charter Schools
Phoenix, AZ
Special Education Instructor
07/2021-06/2022

- Developed and taught curriculum on a daily basis.
- Led whole group and small group rotations during ELA, Math and Science.
- Implemented IEP programs and tracked goal progress on a weekly basis.
- Implemented behavior plans and sensory diets on a daily basis.
- Conducted classroom while maintaining professional boundaries.
- Listened to student's needs.
- Led behavioral specialists and communicated with parents daily.
- Prepared and conducted 1:1 PEAK trials while being in a group setting.
- Built and maintained rapport with all students in a group setting.

Destiny Behavioral Health Residential Care
Tolleson, AZ
Behavioral Technician
05/2021- 07/2021

- Count and log patients medications while keeping medicine cabinet locked.
- Built and maintained rapport with multiple clients in a group setting.
- Conducted session while maintaining professional boundaries.
- Listening to patient's needs.
- Continuously contrived opportunities to make session fun and academic.
- Provided transportation services via personal vehicle for doctors appointments, and outings.
- Prepare and cook meals for all residents in the home on a daily basis.
- Encourage residents/patients to be in touch with their emotions, and offer feedback accordingly.

Paige To Page Tutoring
Phoenix, AZ
Independent Nanny & Tutor
05/2021- Current

- Write and implement individualized lesson plans.
- Built and maintained rapport with multiple clients and their families.
- Conducted session while maintaining professional boundaries.
- Listening to families and client's needs.
- Continuously contrived opportunities to make session fun and academic.
- Provided transportation services via personal vehicle with approval from parents.
- Helped students understand school subjects by reviewing topics and answering questions related to topics.
- Encourage students to learn and process new information while sticking to the curriculum.

Hopebridge Autism Therapy Centers
Phoenix, AZ
Registered Behavioral Technician
09/2020- 05/2021

- Communicated with treatment team to report any changes and progress.
- Built and maintained rapport with multiple patients.
- Conducted session while transitioning every 15 minutes in the clinic.
- Implemented antecedent strategies to reduce the occurrence of a problem behavior.
- Continuously contrived opportunities to run and record accurate data
- Referred back to Behavioral Intervention Plan to implement coping strategies during a problem behavior.
- Blocked any hits and bites from client and redirected them by the use of safety care.
- Converted session appointments or meetings with a daily session note day in and day out.

Autism Learning Partners
San Jose, CA
Registered Behavioral Technician
01/2019- 09/2020

- Navigated Central Reach by taking data on client's data sheet with the correct use of prompting hierarchy.
- Implemented antecedent strategies to reduce the occurrence of a problem behavior.
- Recorded ABC data to help understand the function of behavior.
- Referred back to Behavioral Intervention Plan to implement coping strategies during a problem behavior.
- Blocked any hits and bites from client and redirected them by the use of safety care.
- Successfully added trainings, meetings, and client's session into Central Reach.
- Converted session appointments or meetings with a daily session note day in and day out.
- Ran sessions via Telehealth or in person with covid pre screening questions.

Luigi's Italian Restaurant | Gonzales, CA
Server
03/2018 - 01/2019

- Supported long-term business need strategies by generating guest relations feedback for process improvements.
- Anticipated and addressed guests' service needs.
- Managed closing duties, including restocking items; and assisted servers and dining room hosts, quickly responding to guests' needs.
- Resolved problems or concerns to ensure customers had a pleasant dining experience.
- Ensured tables were kept neat by clearing away dirty dishes, wiping down surfaces and refreshing glasses or beverages.
- Answered phones politely and promptly while accurately recording and confirming reservations.

Outback Steakhouse | Salinas, CA
Server
02/2018 - 05/2018

- Checked menus to verify current selection availability and cleanliness.
- Communicated effectively with kitchen staff regarding customer allergies, dietary needs and other special requests.
- Educated guests on daily specials and menu offerings, enabling decisions on appetizers, entrees and desserts.

Applebee's | Watsonville, CA

Server

10/2015 - 02/2018

- Maximized table turns and rotated seating for optimal guest satisfaction.
- Proficient in correct food handling techniques, including proper food temperature and equipment cleaning.
- Checked on all tables at appropriate intervals to refill drinks and respond to requests.
- Demonstrated awareness of liability issues and the law by confirming legal drinking age and discontinuing service to intoxicated guests.
- Delivered exceptional, friendly and fast service.
- Greeted new customers, answered initial questions and took drink orders.

Little Caesars | Salinas, CA

Staff Member

07/2013 - 05/2014

- Interacted with customers and retail buyers to expedite orders.
- Informed customers about sales and promotions in a friendly and engaging manner.
- Exercises sound judgment in issuing credits and making exceptions to customer policies to maintain high levels of customer satisfaction.
- Maintained visually appealing and effective displays for the entire store.
- Built and maintained effective relationships with peers and upper management.

Surprise City Hall | Surprise, AZ

Intern

05/2013 - 08/2013

- Collected messages for team members and provided callers with details about company policies and business hours.
- Wrote and proofread social media postings, letters and other documents.
- Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
- Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies.

Education and Training

Cabrillo College | Aptos, CA

Associate of Arts in Psychology class of 2024

Watsonville High School | Watsonville, CA

High School Diploma 2015

References:

Sara Cook | Phoenix, AZ,

Occupational Therapy Assistant

Arizona Autism Charter Schools

(602)-513-3185

Collaborated with on a biweekly basis for my students' sensory needs/diets.

Claire Joynt | San Jose, CA

Clinical Program Supervisor

Autism Learning Partners

(408) 406-4765

Shared 3+ cases over a year

