Gabriela Gaytan

Objective: Interested in collaborating and bringing awareness to the need of support to families with disabilities.

Education:

2015- May, 2017. Rasmussen College, Aurora Il 60506. Bachelor's degree in Human Services.

2009, Waubonsee Community college, Aurora Il 60505. Health Care Interpreter Associates Degree

Working Experience:

10/2018-Present Lead Parent Educator, Family Focus

- Maintain half caseload, conduct bi-monthly visits
- Support Supervisor with planning of group connections
- Attend community meetings
- Assist in recruiting/outreach
- Monitor data on Visit Tracker
- Provide support to other parent educators
- Provide reflective supervision
- Other tasks as assigned

5/2017-10/2018 Parent Educator, Family Focus

- Provide home-based services including parent/child interaction activities to families
- Provide support, education, and information on relevant topics to including child development, parenting, and family education
- Conduct developmental screenings
- Prepare and submit appropriate documentation and reports, maintain client records in accordance to professional standards and funder requirements
- Assist in recruiting eligible families for home visiting program and maintain caseload.
- Participate in monthly required meeting as well as agency required meetings and workshops

08/2016- 5/2017 Assistant Supervisor, Old Second Bank

- Order/ship money
- Conduct cash dispenser audits
- Balance vault

8/2016-5/2017 Senior Teller, Old Second Bank

- sign off on cashiers' checks
- Train new tellers
- Conduct teller drawer audits
- Clerical tasks

9/2012-8/2016 Teller, Old Second Bank

- Costumer service
- Cash handling
- Properly running transactions
- Making referrals
- Keep drawer balanced

10/2007-11/2014 Site Supervisor, Oswegoland Park District, Oswego IL 60543

- Plan activities for children
- Help with homework
- Attend workshops
- Implement daily activities
- Communicate with parent's daily

Skills:

- Bilingual English & Spanish
- Flexible
- Adjusts well to new changes
- Works well independently and with a team
- Reliable
- Orderly