

Varsha K. Joshi  
Riverside, CA 92506  
Phone: 951-680-0468  
Email: [vkjoshi14@yahoo.co.in](mailto:vkjoshi14@yahoo.co.in)

## OBJECTIVE

---

Obtain a position of a professional office administrative and be part of a business administration.

## ACHIEVEMENTS

---

Awarded Professional growth certification 32hrs	Jan 2009
Worked with Children with special needs and behavior	May 2006
Awarded Associate Teacher Skills	Nov 2003
Awarded certificate of excellence for commendable attendance	Aug 2003
Awarded certificate of excellence for commendable attendance	Aug 2004
Awarded certificate for CA State level Infant Toddler workshop	May 2004

## EDUCATION

---

<b><i>Riverside Community College, Riverside, CA</i></b> Pursuing professional office administrative certification Learning Word for Windows 2007	<b><i>Present</i></b>
<b><i>Citrus College Glendora, CA</i></b> Total ECC units completed 32 units Associate Teacher in Child Care Development Certification 16 units Mandatory requirement for Practicum Class 3 units Completed Introduction to Computers 5 units Earth science physical geography 3units	<b><i>2002–2003</i></b>
<b><i>Gujarat University Ahmedabad, India</i></b> Bachelors of Arts Major in History and minor in English Graduated while working 25 to 30 hrs a week	<b><i>1971–1975</i></b>

## CREDENTIALS

---

Child Development Teacher Permit	2004-2010
Child Development Associate Teacher	2003-2008
Licensed Teacher Citrus College Glendora	2002-2004

## EXPERIENCE

---

<b><i>Student and Home Maker, Riverside, CA</i></b> Pursuing professional office administrative certification	<b><i>03/07- Present</i></b>
<b><i>Licensed Preschool Teacher at Riverside YMCA, Riverside, CA</i></b> Teach kids arts, crafts, play dough work, computer education Educational games, like matching symbols shapes and colors. Reading story books in reading area Music, rhymes, and songs in the music area Outdoor activities and games with supervision.	<b><i>09/06- 03/07</i></b>

- Licensed Preschool Teacher at Carolyn Wylie Center, Riverside, CA*** **05/06- 08/06**  
 Teach kids arts, crafts, play dough work, computer education  
 Educational games, like matching symbols shapes and colors.  
 Reading story books in reading area  
 Music, rhymes, and songs in the music area  
 Outdoor activities and games with supervision
- Licensed Preschool Teacher at Jurupa Family YMCA Jurupa, CA*** **10/05-05/06**  
 Observe and Supervise kids in childcare center.  
 Teach kids arts, crafts, play dough work, computer education  
 Educational games, like matching symbols shapes and colors.  
 Reading story books in reading area  
 Music, rhymes, and songs in the music area  
 Outdoor activities and games with supervision
- Licensed Preschool Teacher at Azusa Family YMCA Azusa, CA*** **3/05-5/05**  
 Observe and Supervise kids in childcare center.  
 Teach kids arts, crafts, play dough work, computer education  
 Educational games, like matching symbols shapes and colors.  
 Reading story books in reading area  
 Music, rhymes, and songs in the music area  
 Outdoor activities and games with supervision
- Licensed Student Teacher at Citrus College Glendora, CA*** **11/02-3/05**  
 Observe and Supervise kids in childcare center.  
 Teach kids arts, crafts, play dough work, computer education  
 Educational games, like matching symbols shapes and colors.  
 Reading story books in reading area  
 Music, rhymes, and songs in the music area  
 Outdoor activities and games with supervision.
- Administrative Manager at Dipali Hospital Himatnagar, India*** **1986-2001**  
 Increased 30% saving by reducing the expenses by 15%  
 Increased the productivity by 20% of the employees  
 Suggested and implemented new administrative methods for the management.  
 Personal counseling with the patients regarding their health care
- Primary School Teacher at New English School, Himatnagar, India*** **1978–1985**  
 Taught English, Crafts, Drawings, Reading, Writing.  
 Managed about 30 students in a classroom.  
 Implemented training course for new students, for speedy learning.
- Primary School Teacher at Little Flower High School, Ahmedabad, India*** **1976-1978**  
 Taught English, Math, Drawings, Reading, Writing  
 Managed about 30 students in a classroom  
 Implemented training course for new students, for speedy learning

## INTERESTS

---

Tutoring, Customer Service, Walking, Gardening, Art, Crafts, Music, and Computer