

Name

Address

Phone Number

E-mail address

Education

Bachelor of Arts in Economics, GPA 3.57

California State University, medium level school

Graduated December 2012

- Member, Cross Cultural Friendship Club, 2011-2012
- Member, Student Philosophy Society, 2011-2012
- President, "Dreams to be Heard" – Immigrant rights political organization , 2009-2010

Work Experience

Private Tutor

Freelance, Northridge, CA

July/2011-Present

- Assist elementary and secondary school students in math and science academic standards
- Evaluate progress of students and determine areas of improvement
- Motivate students by designing interesting lesson plans for each tutoring session
- Develop proactive study skills specifically tailored to meet students' aptitudes

Clerk/Sales Associate

7-Eleven Stores, Northridge, CA

July/2010-July/2012

- Conducted inventory management through forecasting, ordering and stocking merchandise
- Handled financial transactions quickly and accurately
- Provided prompt, efficient, and courteous customer service
- Maintained a clean, customer friendly environment in accordance with health code standards

Office/Administrative Support

Central Valley Medical Clinic, Northridge, CA

May/2010-August/2010

- Responded to inquiries regarding appointment and basic information from clients
- Assessed needs of clients and referred them to appropriate services available throughout the community
- Answered telephone and transferred calls to the appropriate individuals, divisions, or department
- Greeted visitors to the facility, answered questions, and directed them to the appropriate individuals
- Organized and maintained confidential office files and records in accordance with HIPAA standards

Volunteer Experience

- Klotz Student Medical Center Volunteer
- Others: "Heal the Bay", "Children's Miracle Network", "Optometry Volunteer Day"

Skills

Public Speaking:

- Finalist at University Speech Competition
- Educational Graduate Panel Presenter

Computer Skills:

- Web Design, Word, PowerPoint, Excel

Foreign Language:

- Fluent in English and Spanish, experience with French