

# MARIELA ANDRADE JIMENEZ

**OBJECTIVE** To obtain a position where I can continue my commitment to provide excellent customer service while utilizing my education, organizational skills, and ability to work well with people.

- SKILLS**
- Hardworking, energetic, and have a positive attitude
  - Adapt easily to change of environment and work schedule
  - Love working with people
  - Maintain skills essential to providing professional and excellent customer service
  - Communicate well with customers and co-workers
  - Good with Microsoft Word, Excel, and PowerPoint

**EDUCATION** **AUGUST 2012 – PRESENT, LINDSAY HIGH SCHOOL, LINDSAY, CA**  
**RELATED COURSES:**

- Exploring health careers
- Health and Wellness
- Biology
- Physiology
- Algebra 1, Geometry, and Algebra 2
- Spanish 2
- French 1 and 2
- Tech Advanced and Tech Basic
- Economy
- Front Office Assistant

**VOLUNTEER EXPERIENCE** **OCTOBER 2014 – PRESENT, BABYSITTING, LINDSAY, CA**

- Make meals for the children
- Change the baby's diaper
- Put the baby to sleep
- Monitor the children
- Organize games for the children

**MAY 2015, LINDSAY HIGH SCHOOL EXHIBITION NIGHT, LINDSAY, CA**

- Presented a powerpoint to parents
- Presented three times to three different groups of parents
- Presentation was about Frida Kahlo and Diego Rivera

**MAY 2014, LINDSAY HIGH SCHOOL EXHIBITION NIGHT, LINDSAY, CA**

- Welcomed parents to Lindsay High School
- Recorded presentations made by students with camera
- Passed out and collect surveys

**APRIL 2014, ORANGE BLOSSOM PARADE, LINDSAY, CA**

- Walked in the parade
- Held banners for the queen and princesses float
- Made sure the parade ran smoothly

- AWARDS**
- **Attendance Certificate**, 2012 and 2013
  - **Advanced Certificates** in Math and English CAHSEEs
  - **Certificate of proficiency** in Biology, 2013