

Rosa Maria Lopez

Rosemead, Ca 91770

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Academic Background:

Fall 2012 to Present -----California State University of Northridge (Bachelors degree in process)

Summer 2012-----Rio Hondo Community College

Fall 2008 to 2012 ----- San Gabriel High School (High School Diploma)

Professional Experience:

Subway Restaurant (2012- Present) *Northridge, California*

Job title: Sandwich Artist. Responsibilities consists of knowing and understanding menus, maintaining a positive attitude towards all customers, cleaning, restocking, and counting merchandise, ability to use a register and Point of Sale System, working in teams to complete all tasks, filling out light paperwork

Junior's Party Rental Supplies (2011- 2012) *Rosemead, California*

Job title: Assistant Manager and Receptionist. Answering calls, as well as recording the customer's orders, organizing orders and paperwork, assuring all inventory is in stock, counting and restocking, collects payment and information

Volunteer work:

Big Brother Big Sister (2011-2012) *San Gabriel, California*

Job title: Big Sister (Councilor). Providing a safe and healthy environment, communicating with a child from the age group of 7-12 years old, engaged in various activities with the child, listened to the problems they had either in school and or home (bullying, friendships, divorces, etc.), had to have composure and emotional stability, capable to identify information that must be reported to higher authorities/school

Councilor (2009-2012) *San Gabriel, California*

Job title: Peer Councilor. Communicating with other peers, respecting the code of confidentiality, having emotional stability, listen without judgment/bias conclusions, council the peer, ability to identify information that is required by law to be reported to higher authorities

Additional Skills:

Leadership, bilingual, accountable, works well under pressure, communication and organization skills.

References Provided upon Request.