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| **Monica G. Montanez**  426 N. Elmwood Ave  Lindsay, CA 93247  (559) 747-9204  mmontanez1620@gmail.com |

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| Objective | In search of part-time employment that will help me gain the necessary skills and experience in the work force. |
| Education | August 2012 - Present, Lindsay High School, Lindsay, CA  Related Courses:   * Tech Basic * Accounting 1 * Spanish 2 * Spanish 3 * AP Spanish Language * Intro to Food Services |
| Skills | * Proficient in Computer Programs: Microsoft Office, PowerPoint * Fast, adaptable learner |
| Volunteer Experience | **August 2015** **-** **Present, Lindsay High School, Lindsay, CA**  **Teacher’s Assistant/Office Aide**   * Assist with delivery of messages to learners and staff * Help with organization and grading of papers * Answer the phone and write down messages   **December 2015 - Present, Visalia Rescue Mission, Visalia, CA**  **Kitchen aide**   * Serve the needy at the soup kitchen * Prepare food trays * Sanitize floor and counters |
| Extracurricular Activities | Associated Student Body (ASB), August 2012 - Present   * Freshman class secretary officer position * Work in food booths, taking orders and tending cash * Volunteer to help coordinate blood drives, pep-rallies, and orientations * Organize and conduct leadership activities * Work closely with learners to promote school spirit   Yearbook, August 2013 - June 2014   * Worked with Jostens program * Reached out to businesses and sold ads * Worked closely with cameras * Excelled in publications   Advancement Via Individual Determination (AVID), August 2012 - June 2014   * Practiced and excelled in organization, speaking, and note taking * AVID Class of 2016 secretary officer position for 2 consecutive years |