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

|  |  |
| --- | --- |
| 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, CARelated 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
 |