

1050 Paseo Grande Apt. # 15, Salinas, California, 93905 831-578-5896

Angélica Paredes

anparedes@csumb.edu

Education

Expected Graduation May 18, 2018 Cal State Monterey Bay Seaside, CA

B.A. Spanish Language & Hispanic Cultures

Cum Laude Hartnell
College, Salinas, CA

A.A. General Studies-Language & Rationality Emphasis May
2016

Employment Experience

January 2006 – March 2012 Self -Employed, Salinas, CA

Child Care Worker

- Provided a clean, safe, and educational environment for children of migrant workers
- Time management between homework, activities, and free time
- Mediate disputes
- Drived kids to and from school
- Provided tutoring

April 2012 – Present Furniture 4 Less Outlet,
Salinas, CA

Sales Representative

- Created monthly sales report
- Negotiated with vendors via phone or e-mail
- Increased sales by creating a sales plan and implementing it in the company
- Scheduled delivery appointments
- Trained future sales agents for our company
- Resolved customer disputes
- Filed claim reports

Volunteer Fall 2016 Cesar E. Chavez Elementary School, Salinas, CA

After school program

- Assisted students with homework questions
- Organized physical activities for the students

In the classroom

- Helped students to improve reading skills
- Aided teacher with student's behavior problems
- Re-directed students to keep on task

Skills

- Bilingual and biliterate (English & Spanish)
- Strong interpretation skills (English & Spanish)
- Work well in a multicultural environment
- Strong written and oral communication skills
- Critical problem-solving skills
- Microsoft word
- Google Docs, Google Slides, and Google Sheets
- Conflict resolution skills