

**ANDREA REVELES**

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**OBJECTIVE:**

Working a part-time job to raise obliging skills and support educational needs.

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**EDUCATION:**

University of San Diego

Class of 2022

Chula Vista Learning Community Charter School

July 2014 - May 2018

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**EXPERIENCE:**

**Intern, McCormick and Wright**

**May 2017**

- Aided in answering phone calls from companies and clients.
- Supported coworkers in important decisions regarding clients needs.

**Cobra Student Leadership (formerly ASB) Commissioner, CVLCC HS**

**August 2016 - May 2018**

- Creating, planning, and execution of events.
- Making of posters, announcements that go on the school's social media accounts.

**Manager, Girls Varsity Basketball Team**

**November 2016 - February 2018**

- Actively engaged with setting up games and keeping game scores.
- Cooperated with different people such as coaches, referees and other members of the community.

**Junior Class President, CVLCC HS**

**August 2016 - June 2017**

- Engage students to participate in school events and developing school spirit.
- Collaborating with students, student body and administration in order to process ideas and coordinate school and community events.

**Teacher's Assistant**

**July 2016 - May 2018**

- Organized classroom materials and prepared room for incoming students
- Graded students work including homework, classroom and tests

**Housekeeper**

**June 2016 - Present**

- Work along with my mom deep cleaning houses.
- Specialize in maintaining house and property organized.

**Yearbook Committee Member, CVLCC HS**

**July 2014 - June 2015**

- Apply Graphic Design into creating a specific section in Yearbook.
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**SKILLS and ADDITIONAL INFORMATION:**

- Computer Literate (expert in using Microsoft Applications ex. Word, Powerpoint, Excel)
- Bilingual - Fluent in reading, writing and speaking (English & Spanish)
- Great Communication and Organization skills (Verbal and Writing)
- Experience with caring for disabled people's needs
- Collaborate with others
- Received the Chula Vista Police Department Award