
Sandra Robles

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Background, Objective

Ambitious graduate with excellent time management and problem solving skills with strong motivation to succeed.

Summary of Skills

- leadership abilities
- Computer Proficient
- Energetic and organized
- Team-Player
- Motivated self starter with a strong desire to learn
- Flexible, reliable, dependable hard-worker
- Work ethics
- Fluent in Spanish
- Able to be calm under pressure

Accomplishments

Customer Relations:

- Greeted and assisted customers
- Answered phones and responded to customer inquiries

Fundraising

- Collaborated with current Fraternity in fundraising effort for : Susan G Komen foundation for Breast health awareness , successfully raising \$2,500; Debbie Chisholm Memorial Foundation, successfully raising \$3,000.

Education and Coursework

2012

University of California Riverside , Riverside , Ca, United States

- BA in Women Studies
- Member, Alpha Phi Omega

Work History

9/2007 – 9/2008

University Of California Riverside, Riverside, CA, United States

Dining services- Student Employee

9/2008 – 9/2011

Citrus Grove Catering- Student Employee

9/2011 – 9/2012

Citrus Grove Catering Student Supervisor

Extra-Curricular Activities

Alpha Phi Omega Co-ed Fraternity, Ritualist (2010-2011)

- Coordinated pledge and active ceremonies
- informed incoming pledges about the history of the Fraternity

Community Service

Reading

Keywords

Customer Service, Phone skills, server, cash handling