

# Sandra Robles

966 S Date Ave., Rialto Ca 92376

(T) (909)875-7576 (C) (909)238-2343 (E) Sandrarobles07@yahoo.com

## 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