

**Mariah Mendoza**  
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**Objective**

Outgoing, detail oriented, reliable and mature high school graduate seeking a position in the Hospitality Industry. My main objective is to provide and outstanding customer service experience to Acrobat clientele.

**Work Experience**

BC Property Preservations

4/2013-7/2013

Assistant

- Assisted with documentation management
  - Organized and filed various documentation and receipts
  - Managed archives and shredded outdated documentation
- Performed light office duties
- Maintained the external appearance of the office

Extreme Fitness

2/2031-3/2013

Daycare Services

- Ensured children were safe while under the care of Extreme Fitness
- Assisted day care staff members in all areas
- Supervised children's recreational activities

**Volunteer Work**

Freedom High School

2010-2011

Volunteered to assist cafeteria staff with the set-up and distribution of student lunches and cafeteria clean up.

**Education**

Antioch High School

2013 Graduate

Attended - 2012-2013

High Achiever Award recipient in Culinary Arts

Freedom High School

Attended - 2009-2011

References available on request