

# **Marica Aspuria**

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## **EDUCATION**

Undergraduate Psychology 2009-2014

Psychology, BA Degree May 24, 2014

San Jose State University, San Jose, CA

**Relevant Coursework:** Workshops, Research, Presentation skills, Team building, Leadership

## **PROJECTS**

**Media Research**, Fall 2013

- Worked in a four person research team focused on locating and analyzing media directed toward prejudice in the media

**Psychology Interview Project**, Fall 2013

- Research related through electronic articles
- Analyze and present findings to the class with PowerPoint

**Psychology Research**, Spring 2014

- Self-started group project
- Group presentation skills
- Meet new people and tell them about the study
- Analyze data and present to colleagues

## **EXPERIENCE**

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**Administrative Receptionist**, Martin Luther King Library San Jose, CA 1/2014-present

- Train new employees on office procedures and customer service protocols
- Assist patrons with locating information related to their needs
- Create documents and posters on Microsoft Word
- Input data entry on Microsoft Excel

**Assistant Manager**, Greenlight Management San Jose, CA 4/2012-1/2014

- Train new employees on office procedures and customer service protocols
- Assist patients with locating information related to their needs
- Oversee purchase orders and manage inventory checklist on Microsoft Excel
- Input data entry on Microsoft Excel

**Computer Operator**, Google via Randstad San Jose, CA 6/2010-4/2011

- Trained new hires to learn related computer programs
- Worked in a team to format e-book page layouts

## **SKILLS**

- Strong computer skills and proficient in Microsoft Word, Excel, Powerpoint, Surveymonkey, Google Docs, navigating through SJSU library databases
- Experience in group work and team building
- Project managing
- Presenting information to an audience
- Strong customer service skills
- Ability to convey information in an effective manner
- Experience in Meeting Room Manager

## **ACTIVITIES**

### **Recruitment Chairperson, Alpha Kappa Omicron Sorority San Jose, CA 2012-present**

- Lead workshops and school-wide events
- Volunteered with off-campus organizations and participated in community-based events
- Worked with other student-lead organizations to plan, coordinate, and facilitate events

### **Student Advisory Board Member, Project ASAP Santa Clara County, CA 2012-current**

- Worked in a four person group to organize campus and community events
- Helped facilitate campus events through locating and utilizing campus resources

### **Academic Chairperson, Alpha Kappa Omicron Sorority San Jose, CA 2012-present**

- Academic research
- Present to colleagues and peers
- Network with community organizations
- Analyze data
- Lead academic workshops to convey useful information

### **Honors/Awards**

Recognition of Achievement, Leadership and Service Santa Clara County, CA 2013

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