

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

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
