

**Jennifer Gamez**  
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**Objective:** To obtain a part/full-time job with Acrobat

### **EDUCATION**

City College of San Francisco San Francisco, CA	Present
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High School Diploma Balboa High School, San Francisco, CA Law Academy Cumulative GPA- 3.0	May 2012
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### **WORK EXPERIENCE**

• Party Staff Inc. Duties: Server, busser	October 2013–Present
• Reina's Restaurant Duties: Pick up phone, take food orders, take food to tables, clean tables, cashier	July 2008 – August 2009
• Excelsior Action Group (EAG) Duties: Maintain the landscape, paint over vandalism, community clean up, coordinate community events	March 2010 – May 2010
• Latino Club in Balboa High School Duties: Helped organized fundraisers and coordinate annual special events	August 2011 – May 2012

### **SKILLS**

- Computer proficient-MS Word, Excel, PowerPoint, Internet search engines, E-mail, 41wpm
- Strong time management skills
- Good listener
- Ability to keep positive/vibrant attitude

### **SUMMARY of CAPABILITIES**

- Bilingual: English/Spanish
- Excellent self-management skills: responsible, dependable, adaptable, and highly organized and can multi-task
- Good at listening to people's needs; patient and calm when addressing problems.
- Computer proficient
- Follow directions and complete tasks as specified
- Detailed orientated