

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

High School Diploma
Balboa High School, San Francisco, CA
Law Academy
Cumulative GPA- 3.0
May 2012

WORK EXPERIENCE

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

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