

# Cayla Andrews

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## EDUCATION

San Jose State University, San Jose CA • Expected Graduation Spring 2017 • Work study recipient

KIPP King Collegiate High School San Lorenzo CA • Graduated Spring 2013 •

## WORK EXPERIENCE

**Eetax Tax Preparations Assistant** San Lorenzo, CA 2009-2014

- Provided administrative office support by coordinating appointments for clients and filing all relevant paper work
- Cleaned and organized office space

## VOLUNTEER SERVICE

**Glide Memorial** San Francisco, CA 2010-2011

- Volunteered by serving food to people in need

**Hope for the Heart** Hayward, CA 2011

- Volunteered by providing groceries and other essential items to those in need

**Lake Merit** Oakland, CA 2013

- Volunteered by cleaning up the trash in the lake

## ACTIVITIES, SCHOLARSHIPS & RECOGNITION

**Summer Math and Science Honors Academy (SMASH)** Berkeley, CA 2010-2012

- Participated in a rigorous 5 week course, focused on enhancing my Knowledge in STEM (Science Technology, Engineering and Mathematics) fields

**School Participation** San Lorenzo, CA 2011

- Hosted and setup the schools first Gala for the arts, that hosted many students', including mine, original works of art
- Improved the school through fundraising for the senior class, which raised over \$18,000

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**San Jose, CA 2013-2014**

- Active member in San Jose State University's Joe West Hall Government, although I do not hold a board position in Hall Government I still attend meetings and help advertise and coordinate school events.

## School Clubs

**San Jose, CA 2013-2014**

- Black Alliance of Student Engineers (BASE): Participating member of BASE and shadow of BASE Secretary
- Black Student Union (BSU): Active member in BSU club

## SKILLS

- Comfortable with Microsoft Word, Microsoft Excel, and Adobe Photoshop
- Comfortable with all computers and HTML
- A mature young woman that is comfortable talking with people of all ages