

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

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