

CORAL TREVINO
1539 6th Avenue, Oakland CA 94606
(Cell) 415.940.9954 (Email) trevino.coral@gmail.com

SUMMARY OF QUALIFICATIONS

More than 8 years of successful experience in hospitality, team player with a tremendous work ethic, bilingual (Spanish) customer service, community and sustainability marketing.

EDUCATION

B.A. LEGAL STUDIES
UNIVERSITY OF CALIFORNIA SANTA CRUZ, 2007-2011

BUSINESS MANAGEMENT
LIBERTY UNIVERSITY ONLINE, 2013

BARTENDING COURSE
SOMA BARTENDING, 2016

PROFESSIONAL EXPERIENCE

LEGAL ASSISTANT | GOLDSTEIN, BORGEN, DARDARIAN & HO | OAKLAND, CA 09/15 to Present

- Word processor for legal styles in California and national superior courts
- Strengthen transmittals briefs, legal letters, and research
- Support client inquiries, website editing, and office management

COMMUNITY COORDINATOR | THE UNITY COUNCIL | OAKLAND, CA 09/14 to 07/15

- Yielded cultural transition through workshops in Spanish
- Tax preparation and IRS procedures for low income individuals
- Execute local events and services for 100+ groups monthly

BARISTA & CUSTOMER SERVICE SPECIALIST | ROOZ CAFÉ | OAKLAND, CA 12/13 to 09/14

- Excelled in customer service and beverage precision
- Hosting responsibilities and cashier excellence
- Assisted the owner with managerial needs and event planning

CASHIER & COFFEE BARISTA | LA VICTORIA BAKERY | SAN FRANCISCO, CA 11/11 to 03/12

- Cashier, food server, and coffee barista
- Trained new hires and accounted for day's earnings

CAFÉ STUDENT SUPERVISOR | UC SANTA CRUZ DINING | SANTA CRUZ, CA 05/08 to 06/11

- Supervised and attended to cashier and coffee barista needs
- Assisted manager with petty cash and accounting

CASHIER & BARISTA | STARBUCKS COFFEE | SAN MATEO, CA 11/05 to 05/06

- Cashier, coffee barista, and customer service expert
- Prepared food and ensured quality convening responsibilities