

## **CORAL TREVINO**

1539 6<sup>th</sup> 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