

Cecilia J. Rojas

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Certifications:

Certified American Red Cross Lifeguard
First Aid, CPR, AED
Food Handler Certificate

April, 2016-April 2018
April 2016-April 2018
August, 2016

Education:

Bachelor of Science, Environmental Occupational Health
California State University, Northridge
Expected Graduation Date: December 2017

August 2013

Volunteer: Unified We Serve, Northridge, CA

- Participated in a wide variety of community service events and help mentor other participating youths
 - The Blues Project, Northridge, CA
- Program to help raise awareness of depression and suicide prevention by giving presentation to classrooms, community events
 - CSUN Outdoor Adventures, Northridge, CA
- Help build a transition for incoming freshmen by organized team building activities, mentoring and building strong leadership skills

Work Experience:

Promotional sales representative

ADT Security Company. Northridge, California

March 2016-Septemeber 2016

- Promote ADT security systems for homeowners, secured 1-2 new clients each week
- Communicate with a wide-range of people
- Make appointment arrangements with client for installment
- Answer clients questions and concerns

Host/Server

Coco's Bakery Restaurant, Northridge, CA

November 2014 -October, 2015

- Monitored front of restaurant by greeting customers, seating them in dining room and answering phone calls for reservations, take-out or any other questions
- Collect funds from customers, operated cash register, deliver any change
- Provided excellent customer services that promotes satisfaction to customers by making menu recommendations or share additional information upon request, greeted customers and present menu, and by cooperating with all serving and kitchen staff

Subway Artist

Subway University Cooperation TUC, Northridge, CA

February, 2014 – August, 2014

- Demonstrates complete understanding of menu items and explains them to guests accurately
- Followed all relevant health department rule regulations and apply to the work environment
- Welcomed students and faculty members as they entered

Front Desk Receptionist Assistant

University Student Corporation TUC, Northridge, CA

September 2013 –January, 2014

- Handled customers inquires, complaints and payment extension
- Interface daily with internal partners
- Organized and distributed on-campus student check stubs and students meal plan

Front Desk Receptionist

Los Angeles Variety Boys & Girls Club

May 2012 –August 2013

- Provided great guest services by greeting parents and children, answering phones, and any questions
- Assisted with weekly food drive for low-income families
- Established game activities in the afternoon

Qualifications:

- Bilingual: English, Spanish
- Reliable Transportation
- Ability to work effectively as a part of a team
- Able to prioritize and delegate tasks