

Alma Erendira Serna Arreola

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OBJECTIVE: Seeking an opportunity at a budding organization with room for growth and internal development.

SKILLS: Bilingual-Spanish, technologically savvy in FaceTime, Skype, Microsoft Office: Word. Possess the ability to multitask and to work well under pressure.

EDUCATION: Cal State University Los Angeles- Bachelor's in Studio Arts- May 2018.

ACCOMPLISHMENTS:

- 1st Team All American (3 years)
- Deans list
- Varsity Letter
- Female athlete of the year
- Max Preps top 50 Senior Aces /Best offensive
- Number one middle blocker in the country

CERTIFICATIONS:

- Sports Medicine
- Child Care Careers
- Automotive Technology
- CPR/First Aid

WORK EXPERIENCE

California State University Los Angeles
Student-Athlete on Scholarship (Volleyball/Sand)

May 2018

- Developed numerous skills such as leadership, time-management, prioritization and organization, teamwork mentality, competitiveness and discipline.
- Balanced practicing, competing, traveling, volunteer work, schoolwork, and work.
- Had to maintain a certain GPA to keep scholarship and remain eligible for competition.

Tacos Dona Meche

August 2016-Present

Assistant Manager/Event Coordinator

- Manage the organization by placing advertisement, answer in-bound calls regarding packages and pricing information, booking events and making sure the calendar is up to date.
- Help prepare meats, salsas, sides, and drinks the night prior for the event, and assist the day of at the event by setting up, and serving food, and taking down set up.

Centinela Feed and Pet Supplies

September 2014-March 2015

Inventory specialist/Team member

- Assisted customers in selecting products for their pet's needs, recommended higher quality of food by educating them on the differences of raw, freeze-dried and kibble.
- Did restocking and took care of the accounting aspect of the warehouse.

Gonzalez Enterprises

December 2012-December 2014

Office clerk

- Answered phone calls, sent and received emails, typing and word processing related work. Constant communications with my boss.

COACHING EXPERIENCE

Campbell Hall School K-12

August 2014-June 2015

Bishop Amat Memorial High School

February 2014- June 2014

Volleyball Head Coach-boys/girls

- Managed a team of 12-14 boys and girls of various ages.
- Taught them basic and advance skills of teamwork and communication.
- Position required being on feet 3-4 hours a day.