

Catalina Arias

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(626) 316-4054

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I am seeking a employment as an assistant and clerk in differents areas . I was born in Naples, Florida, but raised in Colombia. I currently reside in Arcadia, CA.

Education

High School:

Colegio Carlomagno

2003

Armenia, Colombia

College:

Pontifical Xavierian University

2011

Bogota, Colombia

Master in Visual and Fine Arts

Skills

I am a bilingual Spanish/English speaker. I am competent in Microsoft Office programs such as Word and some additional office experience assisting in various clerical tasks including file management and document processing.

Experience serving,helping people in a team o individual, like groceries stores, restaurants, events.

I am patient, cheerful, hardworking, creative, responsible, punctual and active.

Work Experience

Castle Press

Staff 2013

Walmart neighborhood

Stock / Cashier 2014- 2015

Cabrera s Mexican Cuisine

Buss / Host / Server 2015- 2016

The Children Club House

Art teacher 2015- 2016

Private Babysitter

2016

The Technology Depot

Office Assistant 2017