

# Catalina Arias

1024 S 4th Street ,Arcadia, CA, 91006

(626) 316-4054

[Catalinaa2730@gmail.com](mailto:Catalinaa2730@gmail.com)

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 Babbysitter

2016

The Technology Depot

Office Assistant

2017