

**Maria Pasasin**

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**EDUCATION**

**Santa Monica College**

Los Angeles, CA

First Year Student

**Edward R. Roybal Learning Center**

Los Angeles, CA

Graduated

June 6, 2013

**WORK EXPERIENCE**

**AADAP inc**

2900 Crenshaw blvd.

*YFP Youth Intern*

Los Angeles, CA

8/18/2010-10/1/2010

- Organized dated files
- Assisted receptionist
- Helped organize 2010 AADAP inc Fundraiser for the community
- Assisted in the AADAP picnic for the families of the patients

**CHEVYS FRESH MEX**

2436 Solomons island rd

Hostess

Pasadena, MD

2013-2014

- Prepped the restaurant with opening necessities (i.e sweep front entrance and mats, displayed balloons, cleaned menus)
- Greeted customers at entrance
- Seated customers in designated area
- If needed assisted Waitress/Waiter
- Offered specials to new customers
- Occasionally cleaned bathroom (i.e wiped off sink, replaced paper towels, or sweep up excessive toilet tissues)
- Hosted kids tours, where the children explored the entirety of the restaurant

**PRIME GRIND**

*Barista/Sandwich Maker*

714 W 1st St

Los Angeles, CA

2014-2015

- Greet customers with a smile
- Took orders at cashier
- Made drinks (Frappes, Iced coffee, Cappuccinos, Boba etc.)
- Made Sandwiches
- Cleaned the entire cafe when time allowed it (including the bathroom)
- Washed dishes (LOADS OF THEM, BY HAND)
- Restock the bottled beverage area
- Threw out the trash every time for closing
- Answered calls
- Made sure inventory was stocked

**AU LAC Plant Based Fine Dining**

**Lead Shift Host**

- Greet Customers professionally
- I seat the guest in the designated section
- Answer Phone calls
- Make Reservations for guests
- Take care of Take out orders
- Managed Floor plan
- Set up the dining area with night shift necessities
- Clean the bathroom
- Mange cashier when i do take outs

710 W 1st St

Los Angeles, CA

1/22/15-present

**VOLUNTEER WORK**

**Student Librarian**

*Student Supervisor, Senior Student Librarian*

- Managed late fees on items
- Performed duties of the circulation Desk (check-in and check-out books)
- Organized books in collections

Los Angeles, CA

2009-2013

**Rio Jordan Christian Church**

*Youth Volunteer*

- Help feed homeless and needy
- Help prepare food and fundraise

Los Angeles, CA

2008-2013

**Leo Politi Elementary School**

*Pre-School teacher assistant*

- Assisted teacher with school activities
- Supervised academic and play-time activities

Los Angeles, CA

2011-2012