

Angel Vargas
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OBJECTIVE: *Attaining a position that compliments my aptitude when it comes to providing a fair service.*

EDUCATION:

Roosevelt High School: *Graduate*

Sept. 2007 – June 2011

Pasadena Community College: *Transferred out*

Sept. 2011-

June 2012

East Los Angeles College: *Currently attending.*

Sept. 2012 – Present

- Administration Justice major with a minor in Poli-Sci.
- Currently pursuing AA until eligible to transfer and achieve a BA.

WORK EXPERIENCE:

City of Los Angeles

Aug. 2012 – Present

Recreational Assistant

- Complete dominion of after school program while maintaining a safe and progressive work environment for all children. Administering monetary transactions.
- Would persistently keep facility clean with proper maintenance required. Basketball gym, classrooms, offices, and restrooms would be cleaned and kept.
- Maintaining a clean but productive office environment, arraying documents while exercising positive customer service.

East Los Angeles Court

June 2009-Sept 2009

Runner

- Safely but swiftly assisting judges with the correct documentation punctually.
- Sorting files in a concise manner while inputting information into database.

VOLUNTEER EXPERIENCE:

Hispanic Youth Institute

Aug. 2009 – Aug. 2011

- Mentor young high school student on higher education goals
- Pursue professional careers and give back to the community
- Developing time management and communication skills

Class Parks (Costello, Downey, El Sereno Park)

July 2006- Present

- Volunteered various locations. (Costello, Downey, El Sereno Park)
- Coached several basketball teams that needed a committed coach.
- Beautifying and planting trees in neighboring communities.
- Administering Basketball clinics for aspiring youth basketball players.

TECHNICAL/SPECIAL SKILLS

Proficient with Adolescent communication, Exceptional handyman, Extremely resourceful and persistent, Interpersonal skills, Monetary Transactions, Bilingual, Organization Skills, General Computing skills.