

706 RIVER PARK DR. SAN JOSE, CA 95111  
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# MARIELA HIDALGO

## OBJECTIVE

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My objective is to learn and open doors for myself, to grow within the workplace. Handle tasks and jobs as teaching tools; and help for the long run such as paying for college or to help bring up my family.

## SUMMARY OF QUALIFICATIONS

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- **Fluent in both Spanish and English**
- 06/2010 - Silicon Valley Hispanic Youth Institute (HYI) in San Jose, CA.
- *HYI 1<sup>st</sup> year Participant*
- *Assembly California Legislature acknowledgement for participation and completion of the summer program*
- *HYI Award for completion of program*
- Follow instructions given
- Diligent and persistent worker
- Quick learner, team player
- Honest, Respectful, and friendly
- Good Knowledge of MS Office (Word, PowerPoint) Internet Explorer, etc.
- Cooperative and reliable
- MLS/Replenishment
- Restaurant Host
- *Training for integrated electronic health records, 2e Certification of completion*

## WORK OF EXPERIENCE

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06/2013-08/2013 Arturo Ramirez San Jose, CA.

*Nanny*

- Cared for two under the age of 10 children, did mild to heavy duty house clean up, and gave summer school lessons to the children.

06/2012-07/2012 Benjamin Herning San Jose, CA.

*School Snack Seller/ Accountant*

- Sold snacks during summer school for the School Athletics funds, also made sure all the money was accounted for and deposited in the school bank, also kept tabs on all the spending for the team equipment, etc.

11/2014-01/2015 KOHL'S San Jose, CA

*MLS/ REPLENISHMENT*

- I was a seasonal worker for a Kohl's Department Store. I worked in the back in the stockrooms for MLS and sometimes in the front for Replenishment.

10/2014- 2016 Nora Alvarez San Jose, CA

*Homework Tutor*

- I help her daughter with homework, and sometimes some occasion I take care

of her when the mother doesn't have anyone to baby-sit.

05/2015-08/2015

12/2015-03/2016      OUTBACK STEAKHOUSE  
HOST

Campbell, CA

- I did regular host duties (answering phones, seating, helping with rush hours, etc.) I worked morning, afternoon, and night shifts.

03/2016-12/2016

Mi Pueblo Foods  
*Bakery - Customer Service/ Cashier - Customer service*

San Jose, CA

- Customer service at the bakery, occasionally made bread and cakes, attended customers took orders, cleaned up, cashier, handled money, closed, opened.

04/2017-11/2017

Famous Daves  
*Host - ToGo/ Cashier - Catering - Busser*

San Jose, CA

- I did regular host duties (answering phones, seating, helping with rush hours, etc.) I worked afternoon, and night shifts. I was a Togo person working the cashier handling food I occasionally bussed and I was catering service.

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#### EDUCATION

08/2009 - 05/2013      Andrew P. Hill High School      San Jose, CA.  
*High School Diploma*

- A.P. Spanish Language & Literature
- I.B. Spanish
- Bilingual award

09/2013 - Spring 2014

01/2016 - Current      Evergreen Valley College      San Jose, CA.  
*Major in Psychology*  
*Medical Front Office Certificate*

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#### EXTRACURRICULAR ACTIVITIES

English tutor (2009 - 2013)  
Homework tutor (2014-current)  
Babysitter

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#### LANGUAGES

Fluent in both English and Spanish. Can read and write in Spanish.

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#### REFERENCES

Joshua Greene  
*Andrew P. Hill High School English Teacher/ Support Councilor*  
408-394-4202

Arturo Ramirez

*Past Employer*  
408-506-3121

Nora Alvarez  
*Employer*  
408-420-0351

Yazmin Negrete  
*Friend/ Coworker*  
408-600-7722

Yessica Dimas  
*Employer*  
650-222-3761

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