

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: JESUS SORIANO
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Working Experience:

Company Name: SUNDEEN & SALINAS
Dates of Employment: AUG. 2017 - AUG. 2018
Job Responsibility: LEGAL/ADMINISTRATIVE ASSISTANT

- - FRONT DESK
- - LEGAL DOCUMENTATION
- - MANAGE OFFICE
- - INTAKE COORDINATOR

Company Name: BAYAC/AMERICORPS
Dates of Employment: AUG JULY 2016 - AUG. 2017
Job Responsibility: EDUCATION MENTOR

- - MENTOR STUDENTS
- - TUTOR IN MATH/ALGEBRA/GEOMETRY.
- - ASSIST TEACHERS
- - DEVELOP LESSON STRATEGIES.

Company Name: _____
Dates of Employment: _____
Job Responsibility: _____

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Skills

- - BILINGUAL - SPANISH & ENGLISH
- - FAMILIAR IN KITCHEN ENVIRONMENT
- - PROFICIENT IN MICROSOFT OFFICE