

CLAUDIA REVELO-LEE

235 Ottawa Avenue • San Francisco • (415) 429-9362 • crevelo1@mail.ccsf.edu

▼ Work Experience

Sea Lab Summer Camp

Summer 2018, Menlo Park, CA

Camp counselor, created schedules, implemented lesson plans and safety protocols. Opportunity via networking with Lyft passenger.

Lyft • Driver •

May 2017–Current

High stress driving experience, customer care experience. Networked with passengers.

College Works Painting • District Manager • Painting Business Owner •

November 2017–June 2018, San Bruno, CA

Owned and operated a small painting company in the San Bruno region. Developed and maintained strong client relationships and scheduled new appointments. Kept detailed and correct financial records and calendars. Licensed Contractor. Hired, scheduled and paid painters for projects.

Olive Garden • Server •

May 2016–December 2017, San Francisco, CA

Fast paced, high volume serving, excellent customer service and hospitality experience.

Starbucks • Barista •

June 2015–May 2017, Bakersfield/San Francisco, CA

Acquired customer service experience and food handling license acquired.

Law Offices of J. Arturo Revelo • Secretarial Assistant •

July 2010–August 2013, Bakersfield, CA

Assisted in day-to-day tasks such as filling various types of paperwork, answering phones, typing memos and responses. Maintained the office's calendars, set appointments or cancellations with clients, gave reminders or set up transportation services for the attorneys in the office.

▼ Education

Major: Business Administration, Minors: Economics and Spanish

City College of San Francisco (2015-'16; 2018-Pres.), San Francisco, CA
3.5 GPA

California State University, Chico (2013-2015), Chico, CA
3.5 GPA, Dean's List, Alpha Gamma Delta

San Francisco State University (2016-2017), San Francisco, CA
3.85 GPA, Dean's List, Alpha Gamma Delta

Liberty High School – Diploma (2013), Bakersfield, CA
National Honors Society, G.S.A, Club Cure, Art Club, MECHA

Bakersfield College (Summer 2014), Bakersfield, CA
4.0 GPA

Lowell High School (2009-10), San Francisco, CA
Track Team, Spirit Committee, La Raza, Wrestling Team

▼ Leadership Experience

Alpha Gamma Delta International Sorority • Social Committee Chairman • CSU Chico, San Francisco State Univ. (2014-2017) •
Liaison between charity organizers of other Fraternities and Sororities. Volunteered and helped coordinate SFSU Alpha Gamma Delta's own "Lip Sync" concert (\$4,800 raised and donated to the Alpha Gamma Delta Non-Profit Diabetes Awareness and Research Fund).

Club Cure • Co-Founder, President • Liberty High (2012-2013) •
Ran fundraising events to raise money for epilepsy research.

Gay-Straight Alliance • Co-Founder, Treasure/Secretary/V.P. • Liberty High (2011-2013) •
Handled all monetary expenses, recorded all minutes, and conducted club bi-weekly meetings.

Alzheimer's Association • Student Organizer • Liberty High (2011-2012) •
Worked as the sole volunteer organizer for the Kern County/Bakersfield Alzheimer's Walk. Lead and organized over 100 volunteers for events.

Club Officer at Liberty High: La Raza (2009-10'), Wrestling Team (2009-10'), Art Club (2011-13'), MECHA (2011-13') •

▼ Skills

Resourceful and fast learning. Works well in groups and independently. Proficient in Microsoft Office for Macs/PCs. Proficient in Essential Forms.