

# BEATRIZ GODOY

23 Durlston Way | Ladera Ranch CA, 92694 | (949)400-4092 | B.Godoy2019@gmail.com

## SKILLS

- Excellent skill service
- MS Word
- Excel Proficient
- Retail business operations
- Ability to multi-task with Confidence
- Bi-lingual: English & Spanish
- Data Entry
- Multi-line operator
- Superior organizational skills
- Mac OS proficient
- Adobe proficient
- Adobe Lightroom
- 75 words per minute typing speed
- Adobe Photoshop

## PROFESSIONAL EXPERIENCE

### Parent Teacher Association San Juan Elementary School

Parliamentarian yearbook designer and photographer

May 2022-May2024

### San Juan Children's Education Fund

Financial secretary

May2022-May 2024

### Wings for Justice

June 2018 – May 2021

- Advocate for Non-profit organization
- Protecting children in the family court system by creating awareness, providing education, and advocating to bring positive change
- Assisted Clients with safety planning and problem solving
- Conducted phone screenings and intakes to determine the next steps for the clients
- Taking on the role of a legal advocate or an emotional advocate

Munter's | Warehouse Assistant

December 2008 – February 2009

Golden Nights Mediterranean Restaurant | Waitress/Server

December 2004 – January 2008

Lila's Wholesale Flowers | Receptionist Driver

January 2005 – November, 2006

Club Monty's 22 | Cocktail Waitress

May 2004 – December 2005

Ann Taylor Loft | Sales Representative

May 2003 – May 2005

Party City | Sales Representative

September 2000 – March 2003

National Megaforce | Vendor

January 2002 – June 2002

Foot locker and Kids Foot locker | Sales

April 2000 – April 2002

Trend-West | Telemarketing

April 2000 – June 2000

Sizzler | Hostess

September 1998 – December 1998

## EDUCATION AND ACCOMPLISHMENTS

2020   BFA Graphic and Interactive Design CSUF in progress	California State University Fullerton	Fullerton, CA
2020   BFA Creative Photography Experimental Media CSUF in progress	California State University Fullerton	Fullerton, CA
2020   CSU GEC, Certificate of Achievement in General Education: CSU	Saddleback Community College	Mission Viejo, CA
2020   Associate in Arts in Liberal Studies, Full Transfer Certification	Saddleback	Mission Viejo, CA
2020   Transfer in Studio Arts for Transfer	Saddleback Community College	Mission Viejo, CA
2020   Associates in Arts	Saddleback Community College	Mission Viejo, CA
2018   Wings for Justice Advocate	Non-Profit Organization	Newport Beach, CA
2010   Travel and Tourism Certificate	Saddleback Community College	Mission Viejo, CA
2003   Office Clerk Certification	Certificate Regional Occupation Program	Santa Ana, CA
2003   Retail Merchandising Course	Certificate Regional Occupation Program	Santa Ana, CA
2002   High School Diploma	Tustin High School	Tustin, CA