

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

- 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