

Employment History

03/2013 - Present

Notary Public

Ups Store

Answering phones, input information into computer to print labels, packing items into boxes, sending emails, operating POS system, operating cash register, counting cash register, cleaning counters, floors, etc., performing notaries, printing, scanning, faxing, laminating, sending letters and packages (international and domestic), fingerprinting, take passport photos, sorting mail, checking in packages, customer service, and dealing with claims.

Education History

08/2018

Diablo Valley College

Environmental Science, Master's Degree

I am very interested in solving environmental problems. I have always been interested in the environment and wish to learn more about the field. I look forward to any opportunity to gain more knowledge about this industry.

Certifications & Honors

08/2014

Completion Of AutoCAD

Monte Vista High School

08/2016

Honor Role

Diablo Valley College

Average GPA of 3.5 or higher for the year.

Skills & Abilities

Communication

Advanced

Computer Skills

Advanced

Languages

Spanish

Fluent

American Sign Language

Fluent

Volunteer & Club

I have volunteered at a home for the elderly interacting with them and hosting game sessions and I would read stories and quiz them with trivia questions. I would serve some popcorn and lemonade as well.

Hobbies & Interests

Animal Care, Camping, Gardening, Hiking, Listening to Music, Reading, Rock Climbing, Sudoku, Video Games, Volleyball, Yoga