

Jocelyn Duenas

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EDUCATION

B.A. Spanish

Expected Graduation Spring 2018

California State University Monterey Bay, Seaside, CA

GPA: 3.6

SKILLS

- Leadership and team collaboration skills
- Adapt to diverse communities and working environments
- Ability to work well with others through organization and collaboration
- Knowledge of PC, Macs, MS office, Excel, Power Point, and Google Mail
- Bilingual, fluent in Spanish

EXPERIENCE

Staff Waiter, Palmas Burgers, Azusa, CA

7/10- 4/13

- Interacted with clients in person and over the phone and provided excellent customer service
- Worked cooperatively with staff for a more efficient work environment
- Managed the daily business profit by accurately counting and filing the earnings

Volunteer, Christine Marie Star Riders, Marina, CA

1/15 – 5/15

- Encouraged children to interact with the horses and worked with them during group activities
- Worked with a diverse community and initiated strong team organization for a more enhanced outcome of the programs mission statement
- Assisted preparing meals, serving children, and cleaning
- Developed knowledge of appropriate animal care for horses

HONORS

Dean's List, Cal State University Monterey Bay, Seaside, CA

Spring Semester 2016