

# **Hello I'm Leila Andrews**

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## **Skills**

- Proficient in customer support systems
- Strong communication and team coordination
- Microsoft Word, Excel, and CRM tools
- Basic understanding of HTML

## **Experience**

May 2024 - Present  
Community Support Rep – Local Nonprofit

- Managed email inquiries and outreach campaigns
- Tracked event attendance and maintained spreadsheets

## **Education**

2022 - Present Skyline College – A.A. in Communication Studies

## **Awards**

- Pacifica Volunteer Appreciation Award