

# MELISSA GONZALEZ

2911 Fresno Ave 78557 Hidalgo, Texas | Melizz0120@hotmail.com | (956) 827-8057

**OBJECTIVE** | To be considered for internship opportunities.

**SKILLS & ABILITIES** |

- Type 30 wpm
- Computer Literate: Microsoft Word, Power Point & Excel
- Office Equipment: Fax machine, Xerox machine, Intercom
- Bilingual (English/Spanish)
- Familiar with C++ and Visual Studio

**EXPERIENCE** | **COOP Program: OFFICE CLERK | VALLEY VIEW ELEMENTARY**  
SEPTEMBER 2012 TO MAY 2013

Phone: (956) 340-1450

Address: 3408 E. Olmo St., Hidalgo Texas 78557

Supervisor: Jesus Cerda

**SALES ASSOCIATE | PAYLESS SHOE STORE**  
JUNE 2013 TO AUGUST 2013

Phone: (956) 630-0362

Address: 207 S Main St, McAllen, TX 78501

Supervisor: Linda Castillo

**CASHIER | JASON'S DELI**  
JULY 2014 TO OCTOBER 2014

Phone: (956) 664-1700

Address: 1308 E Frontage Rd, McAllen, TX 78501

Supervisor: Eloy Cardenas

**CASHIER | JASON'S DELI**  
JANUARY 2016 TO PRESENT

Phone: (956) 664-1700

Address: 1308 E Frontage Rd, McAllen, TX 78501

Supervisor: Eloy Cardenas

**EDUCATION** | **VALLEY VIEW HIGH SCHOOL, PHARR, TEXAS**  
HIGH SCHOOL DIPLOMA

- Top 10% of class
- Family, Career and Community Leaders of America member
- Art Club member
- Future Business Leaders of America member
- Book Club member

**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY, EDINBURG, TEXAS**  
CURRENTLY ATTENDING

- Computer Science Major
- 3.7 GPA
- Undergoing C++ courses
- Member of Association for Computer Machinery

**REFERENCES** | **MARTA ANDAVERDI**, BUSINESS EDUCATION TEACHER/ COOP COORDINATOR  
VALLEY VIEW HIGH SCHOOL

Phone: (956) 460-0768

**LINDA CASTILLO**, MANAGER  
PAYLESS SHOE STORE

Phone: (956) 583-9529