

ANA CISNEROS

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Arlington VA

PROFESSIONAL PROFILE

Highly motivated high school junior with a strong focus on developing technical skills. Pursuing a General Studies associate's degree and seeking practical experience in the rapidly evolving field of technology. Enthusiastic, detail-oriented, and eager to contribute to organizational success while learning valuable skills. Proven ability to adapt to new challenges and exceed expectations through part-time work experience.

EDUCATION

Arlington Career Center

816 S Walter Reed Dr. Arlington, VA 22204
High School Diploma Expected in 2024

Northern Virginia College

8333 Little River Turnpike, Annandale, VA 22003
Associate's degree Expected in 2024

SKILLS

Graphic Design	<div></div>
Illustration	<div></div>
Photography	<div></div>
Motion Graphics	<div></div>
Videography	<div></div>
Layouting	<div></div>

EXPERTISE

CAD Software	<div></div>
HTML(5)	<div></div>
CSS(3)	<div></div>
JavaScript	<div></div>
Python	<div></div>
Adobe Animate	<div></div>
Adobe Premiere	<div></div>
Adobe Photoshop	<div></div>

LANGUAGE

English	<div></div>
Spanish	<div></div>

JOB EXPERIENCE

2021-2022

Game Master

Ultrazone Laser Tag | 3447 Carlin Springs Rd

- Explained company policies, game rules, and safety requirements.
- Followed specifications and technical limitations when designing to meet established design and gameplay objectives.
- Watched guests closely to maintain current understanding of gameplay.
- Used cash registers and credit card machines to cash out customers.
- Mentored newly hired employees.
- Generated repeat business through exceptional customer service
- Resolved guest and employee complaints to maintain complete customer satisfaction and workforce effectiveness.
- Kept game and party rooms clean and neat for the next guests.
- Host of family gatherings, and birthday parties

2022-2023

Server

Pupatella: Certified by the Associazione Verace Pizza Napoletana
| 5104 Wilson Blvd

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Prepare tables by setting up linens, silverware, and glasses
- Offer menu recommendations upon request
- Up-sell additional products when appropriate
- Take accurate food and drink orders, using POS ordering software, and by memorization
- Check customers' IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages
- Communicate order details to the Kitchen Staff
- Serve food and drink orders
- Check dishes and kitchenware for cleanliness and presentation and report any problems
- Arrange table settings and maintain a tidy dining area
- Carry dirty plates, glasses, and silverware to the kitchen for cleaning
- Follow all relevant health department regulations
- Provide excellent customer service to guests

AWARDS

Principal's List [2018-Present]
Skills USA Filmmaking [Silver Medal 2021]
Arlington Student Film Festival [Golden Medal 2021]
Dual Enrolled Student [2021 - Present]
GPA [4.0]

CERTIFICATIONS AND TRAINING

GirlsWhoCode AI Explorers
BLAST Program CPR Proficient
CIW Certification

ABILITIES

Independent Learning
Communication
Adaptability
Leadership
Problem-solving
Project management

EXTRACURRICULARS

National Honor Society Member [2022-Present]
Newspaper Club co-founder [2022-Present]
Environmental Club Member [2021- Present]
Lunch talks about race and identity [2020-Present]
Girls Cohort co-founder [2022-present]
College Bound Scholar member [2022-Present]
Model General Assembly Member [2021- Present]
Career and Future Planning Club co-host [2020-2022]
EvolveAll Muay Thai [2022]
W&L Track and Field [2020-2022]
Orchestra [2017-2020]

VOLUNTEER EXPERIENCE

Peer tutoring volunteer [2020-present]
Arlington Natural Resource volunteer [2020 - 2021]
Great Global Cleanup volunteer [2021-present]
Best Buddies International volunteer [2018-2020]