# {NAME}

Email: {EMAILADDRESS}

Address: {MAILADDRESS}

WORK EXPERIENCE

## File Clerk

United Leather - November 2013 to Present

File records away in alphabetical or numerical order.

* Code files for proper placement.
* Clean and maintain file space.
* Manage all databases and records.
* Create new entries as needed.
* Fax and photocopy files.
* Fill out checks and mail them out

## English and Math Tutor

56th Street Community School - January 2011 to March 2012

Responsible for tutoring children with low standings.

* Assist in preparing daily lectures.
* Accountable for assigning additional homework.
* Supervising children during lunch hours.

## Teacher's Assistant

68th Street Elementary School - June 2010 to December 2011

In charge of controlling the classroom when teacher was not present.

* Helped set up extracurricular activities.
* Assisted any child that required additional help in various subjects.
* Responsible for grading classwork and homework.
* Called parents to set up parent conferences.

## Receptionist

Fathers and Sons - February 2008 to June 2010

In charge of answering and transferring multiple phone lines.

* Responsible for preparing clients' paperwork.
* Accountable for photocopying, faxing and filing.
* Processed incoming and outgoing mail for the dealership.
* In the absence of the business owner and team members, served as a salesperson.

## Sales Associate

Design Shoe Warehouse - July 2005 to July 2007

Greeted customers and determined their needs and wants.

* Discussed type, quality, price and number of merchandise required for purchase.
* Recommended merchandise based on individual's preference.
* Answered customers' queries and concerns.
* Maintained sales records for inventory control

EDUCATION

## Bachelors of Arts in Spanish and English

{UNIVERSITY}

**Associates of Arts**

{UNIVERSITY}

May 2009

ADDITIONAL INFORMATION

Skills

* Proficient in Microsoft Word.
* Bilingual in Spanish and English.
* Ability to adapt to new environments and learn quickly.
* Attention to detail.
* Good organizational and prioritizing abilities.