
CECILIA DIAZ

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OBJECTIVE

Seeking a work study position where I can utilize my communication and collaborative skills.

EDUCATION

ANIMO LEADERSHIP CHARTER HIGH SCHOOL- *INGLEWOOD, CA*
HIGH SCHOOL DIPLOMA, GPA 4.00

June 2018

EXPERIENCE

Animo Leadership Charter High School

August 2017 – Present

Student Worker- Inglewood, CA

- Keep parents inform on student behavior and work ethic through the Phone Call System
- Organize important documents such as transcripts and student's community hour records

Anime Club

August 2015 – Present

President- Inglewood, CA

- Facilitate weekly meetings and plan club activities relating to an anime show
- Prepare and schedule fundraising activities to raise money for Anime Expo

Korean Club

August 2014 – Present

President- Inglewood, CA

- Expose students to the Korean Culture by teaching Korean traditions and customs
- Lead weekly meetings to brainstorm ways to engage members in club activities

VOLUNTEER WORK

Relay for Cancer Walk

April 2017

Student Volunteer- Inglewood, CA

- Distributed food and supplies to volunteers and participants in the event
- Encouraged others to participate in the relay to march with cancer patients

Lennox Park After-School Program

May 2016

Student Mentor- Inglewood, CA

- Guided low income/educationally disadvantaged students with study skills and homework
- Served as a role model and managed the logistics of the program

LEADERSHIP, SKILLS AND AWARDS

BILINGUAL/BILITURATE - IN SPANISH AND ENGLISH
ADVANCED IN MICROSOFT WORD, EXCEL AND POWERPOINT
CURRENTLY LEARNING HTML, CSS AND INDESIGN
ACADEMIC LETTERMAN JACKET AWARD
COURAGE TO CHANGE AWARD