

# GABRIELA DE LA CRUZ

📍 2120 Brawley Street #4, Los Angeles, California 90032

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## VOLUNTEER ACTIVITIES COORDINATOR

### QUALIFICATIONS PROFILE

**Detail-oriented, performance-focused, and multifaceted professional**, offering broad-based experience in event planning and coordination, administrative support, customer service, and program development within diverse settings. Demonstrate excellent work ethic, professional demeanor, and initiative to optimize operational efficiency and improve productivity. Display strong communication and interpersonal skills in working with diverse individuals and establishing win-win relationships to achieve an organization's mission and goals.

### SUMMARY OF RELEVANT EXPERIENCE

#### Organizational Leadership and Collaboration

- Conducted curriculum teaching and developed social skills for nine preschool children, while maintaining interaction with peers and parents
- Earned Model New Employee Award twice for collecting most phone surveys for Bank of America

#### Administrative and Planning Support

- Provided effectual assistance to teacher with daily tasks and performed various administrative functions
- Took part in planning student projects and special events

#### Events Coordination and Customer Service

- Organized and facilitated fit events, while ensuring excellent customer service by delivering hands-on assistance, completing transactions, and creating attractive sales floor

### WORK CHRONOLOGY

ARCADIA CHRISTIAN SCHOOL | ARCADIA, CA (Sep 2013–Present)

**Transitional Kindergarten Teacher**

Sep 2016–Present

**Preschool Teacher**

Sep 2014–Sep 2016

**Teacher's Assistant**

Sep 2013–Sep 2014

MACY'S | VARIOUS LOCATIONS (Jun 2009–Feb 2013)

**Lingerie Specialist, Arcadia, CA**

Oct 2009–Feb 2013

**Office Manager, Long Beach, CA**

Jun–Oct 2009

### EDUCATION

**Bachelor of Arts in Liberal Studies, In Progress** (Completion Date: Jun 2020)

Azusa Pacific University, Los Angeles, CA

Coursework in Early Childhood Education (UCLA Extensions Program), May 2015

### CERTIFICATION

American Heart Association: **Cardiopulmonary Resuscitation/First Aid Certified** (Valid Until: Aug 2020)

### ACTIVITIES

Arcadia Christian School

- Curriculum Planning Committee
- Programs Coordinator (Seasonal Camps)
- Church Coordinator (Children's Ministries)