

Esmeralda Rolin

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Objective

Bilingual and service-driven professional seeking a community-based role where I can combine my communication skills, digital literacy, and creative design experience. Passionate about supporting local programs, creating accessible materials, and helping others connect with resources.

SKILLS

- Bilingual: Spanish and English
- Customer Service & Community Engagement
- Team Collaboration & Support
- Organizational skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Knowledge in POS Systems, Canva, and Adobe Software

EXPERIENCE

HACLA- Ramona Gardens Computer Lab, Los Angeles, CA. April 2025-Present

Digital Ambassador

- Assist community residents with computer use, internet access, and digital tools
- Use Canva to design flyers, presentations, and digital materials for lab events
- Created a [website](#) to support digital access for residents, showcasing program info and resources.

Honda Dealership, Los Angeles, CA. August 2024- December 2024

Receptionist

- Managed multi-line phone system and maintained an organized front desk environment
- Prepared customer folders, credit applications, and operated standard office equipment

Kohl's Department Store, Alhambra, CA. October 2017- August 2024

Sales Associate

- Assisted customers with purchases, promotions, and support across departments
- Fulfilled online orders and resolved returns, payments, and inquiries

VOLUNTEERING

Pasadena City College Child Development Center, Pasadena, CA. October 2019

Classroom Assistant (150 Hours)- Assisted teachers with daily activities for children ages 4–5 and led a creative learning activity to support their development.

EDUCATION

Pasadena City College – Pasadena, CA

Associate of Arts in Fine Arts, 2019