

Jill Coca

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OBJECTIVE

To obtain an internship or part-time position in the business and marketing industries in the greater Sacramento region.

EDUCATION

Valley High School, Elk Grove, CA Aug. 2016 - Present

- High School Diploma in progress, Expected Graduation Date: May 2020
- Entrepreneurship Pathway Student
 - Courses: General Business, Entrepreneurship I, Entrepreneurship II (articulated with Cosumnes River College Course: Business 215)

EXPERIENCE

Cashier Jun. 2018 - Present
McDonald's, Elk Grove, CA

- Key in customer orders into register and efficiently prepare orders for customer pick-up
- Operate drink/food dispensing machines: cold drinks, frozen milk drinks, and desserts
- Demonstrate a positive attitude while processing customer cash and credit transactions
- Maintain a clean and orderly eating and serving area

Babysitter Aug. 2017 - Present
Various Private Homes, Elk Grove, CA

- Attend children from ages 2-12 in a private home
- Observe and monitor play activities and entertain children by reading
- Prepare and serve meals
- Assist in sleep preparation activities: dressing, bathing, brushing teeth, face washing, etc.

HONORS & ACTIVITIES

Fashion Club Aug. 2018 - Present

- Club Secretary: take notes for weekly meetings
- Help organize the Spring Fashion Show

Valley High School Perfect Attendance Award Fall Semester 2018
Junior Varsity Volleyball Team Sep. 2017 - Nov. 2017
Valley High School Honor Roll Award Fall Semester 2016

REFERENCES: References available upon request