

Ileana Garcia Reynoso

555-555-5555

Summary of Qualifications:

- Fluent in English and Spanish
- Experienced in G Suite Applications
- Experienced in Microsoft Excel and Word
- Proficient in HTML and CSS

Education:

Bachelor of Sciences, Human Biology

2022-Present

University of California, San Diego

Teacher Assistant Experience:

• ***Internship - Teacher Assistant***

3750 Voigt Dr, La Jolla, CA 92037

January 2022 - April 2022

- Assisted on office projects
- Maintained and organized project details and student information

• **Tutor/Teachers Assistant**

3750 Voigt Dr, La Jolla, CA 92037

August 2021 - December 2021

- Curated lesson plans that met the needs of curriculum objectives
- Collaborated with peer tutors to create lesson plans and projects
- Provided one-on-one help to assist students on their assignments while enhancing communication and active listening skills

Community Involvement:

• **Sixth College Move in,**

September 2023

9685 Scholars Dr N, La Jolla, CA 92093

- Introduced and welcomed incoming resident students
- Guided students and their families through Move-In processes
- Provided essential information and resources to students

• **Feeding Daygo Mutual Aid Mall**

December 2021

Chicano Pk, San Diego, CA, 92113

- Organized products and tables to prepare for distribution
- Guided attendees through the processes of distribution

Achievements:

- Service Above Self Award, Rotary International 2022