

Mallely Gomez

123 APPLE STREET SAN DIEGO, CA 12345

(123) 456-7890

NO_REPLY@GMAIL.COM

Skills

- Front-end development with HTML, CSS, Javascript, Bootstrap
- Programs/softwares: Python, FIGMA, Microsoft Excel, Photoshop
- Fluent in Spanish speaking and reading

Work Experience

Capitol Auto Collision Center
Secretary

Long Beach, CA
JUNE 2018 - JANUARY 2019

- Successfully communicated with 5 incoming customers daily and collaborated with 3 companies to cover negotiations, scheduling, and several procedures and limit the owner's numerous responsibilities .
- Analyzed and managed the small business's office data involving vehicle and customer files as well as financial documents to keep a well organized movement of business for both the customer and company.
- Performed outside activities in place of the owner and the remaining workers to allow them to continue with their onsite operations without disruptions and perform more efficiently within a day's work .

Education

SEPTEMBER 2021 - PRESENT

University of California San Diego
Interdisciplinary Computing & the Arts Major

AUGUST 2017 - JUNE 2021

Norco High School
Graduated

Honors and Affiliations

Local School Musical Production
Choreographer, Set Designer, Stage Manager

Lynwood, CA
OCTOBER 2017 - MAY 2018

- Managed and established the creative decisions involving choreography for the ensemble of 25 performers to create an entertaining performance for the over 100 attendees .
- Inspired and aided all 8 crew members during production of set designing while maintaining a positive environment for both cast and crew to build a communal bond and finalize last minute production necessities.
- Assisted 40 performers with costumes and cues while directing information between the crew members and director in order to produce a well run and safe show.