Megan Escobar

4143 Layman Ave. | Pico Rivera, CA 90660 | (562) 271-2450 | meganescobar.e@gmail.com

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| Summary Optimistic, relationship-oriented undergrad eager to bring strong interpersonal skills to a well-established company to further challenge my education and skills. Excellent organization, communication, and time-management skills. Articulate, bilingual, and friendly with a professional demeanor. |  |
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| Experience |  |
| Office Assistant  JJJ Floor Covering, Inc.  (Summer employment for the consecutive years of 2015, 2016, and 2017) | June- August |
| * Provided administrative support to staff members. * Assisted in appointment scheduling. * Managed reception area, including greeting visitors and answering the phone in a professional demeanor. * Demonstrated strong interpersonal skills with individuals from various cultural backgrounds in person and over the telephone. * Answered incoming calls and connected them to their respective receiver. * Assisted in mail sorting, data entry, and filing. * Made copies and organized all outgoing and incoming correspondence in a timely manner. * Maintained office supplies. * Performed general copier and printer troubleshooting. * Worked efficiently individually. |  |
| Education |  |
| South El Monte High School  Bachelor of Science degree in Computer Information Systems- Information Technology  *California State University Los Angeles*  (3.991/4.0 GPA; Dean’s List- 8 consecutive semesters)   * Major: Information Technology * Minor: Accounting * Related course work: management information systems, information & tech literacy, network security essentials, database design and development, advanced financial accounting and reporting, principles of managerial accounting. | June 2015  Expected Graduation Fall 2019 |

# skills

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| * 62 WPM typing speed * Excellent in Microsoft Office Suite including Excel, PowerPoint, Visio, Access, and Power BI |

* Skilled in MySQL and HiveQL
* Experienced in Java
* Fluent in Spanish

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| Communication |
| * Exhibited outstanding communication skills as a finalist in California State University Los Angeles’ Fall 2015 Public Speaking Showcase. * Demonstrated excellent presentation skills as a winner of California State University Los Angeles’ Spring 2019 Student Symposium on Research, Scholarship, and Creative Activities for Oral Presentation in Business, Economics, Education, and Public Administration. * Volunteered as a team leader in South El Monte High School’s first “Let’s Go to College” event in 2015. |