

# Nadia Sanchez

(619) 902-7737   [Nadia246sanchez2@gmail.com](mailto:Nadia246sanchez2@gmail.com)

## Skills

- Able to communicate and work with staff and clients in fluent Spanish
- Strong writing and note-taking skills
- Flexible and able to work under pressure and time constraints
- Knowledgeable of Microsoft Office Programs, Adobe, and Google Programs
- Able to work with children and adults

## Volunteer Experience

Summer 2020

### **Urban Life Cafe, Location – Intern**

- Attained food handler certification card
- Participated in a day-long juicing training
- Attended a leadership development course to help empower us and our voices as youth and help us attain skills for future jobs.

Feb 2020 - May 2020

### **City Heights Community Development Corporation, San Diego – Tutor**

- Volunteered at the tutoring center with Elementary students and helped them with their homework and read to them. At the same time taking an introduction to social work course.

## Work Experience

May 2021 -Feb 2022 / Jul 2022-Aug 2022

### **Denny's Restaurant, San Diego – Server**

- Responsible for taking customer orders and ensuring customer satisfaction
- Handled customer complaints and conflicts with orders or payments
- Built and maintained customer relationships
- Introduced new menu items in an attractive and concise manner

## Education

Sep 2021

### **University Of California, San Diego – Major: Political Science– Public Law**