

LAUREN OROZCO

MONTEREY PARK, CA 91754 ■ H: (323)491-8761 ■ LAUREN.OROZCO2@GMAIL.COM

Professional Summary

Reliable graduated student with Bachelor of Science in Criminal Justice and background in teaching, customer service, and clerical work. Hard working and detail oriented with 6 months of experience in clerical work dealing with criminal cases and conducted research.

Skills

- Customer Service
- Microsoft Office
- Clerical
- Time Management

Experience

Intern, 08/2017 to 02/2018

Los Angeles City Attorney - Los Angeles, CA

- Prepare and organize files.
- Assist director in preparation for meetings.
- Compile excel sheets of data.
- Observe and assist director with court arraignments.
- conduct research on prostitution diversion programs across the United States.

Teacher's Assistant, 08/2014 to 01/2018

Hamasaki Elementary School - Los Angeles, CA

- Tutor and assist children.
- Enforce administration policies and rules while supervising students in classrooms, halls, cafeterias, and school yards.
- Grade homework and tests, and compute and record results.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Instruct and monitor students in the use and care of equipment and materials.
- Plan, prepare, and develop teaching aids such as charts, and graphs.

Stock Associate, 01/2014 to 07/2014

Forever 21 - Montebello, CA

- receive shipment.
- process shipment product.
- organize & clean stock room.
- sample all products.

Sales Associate / Cashier / Stock, 11/2012 to 11/2013

G by Guess - Montebello, CA

- Change floor set and mannequin change.
- Open and close registers.
- Replenish store and organize stock room.
- Sell product & add sales.
- give great and efficient customer service.

Education

Bachelor of Science: Criminal Justice, Aug 2018

California State University - Los Angeles, CA

- GPA 3.35

Associate of Science: Administration of Justice, June 2016

East Los Angeles Community College - Monterey Park, CA

Dean's List

References

Sonja Dawson, Los Angeles City Attorney/Director of Prostitution Diversion Program (213) 215-1069

Iris Juarez, Elementary School Teacher (323) 640-2610

Diana Jimenez, Elementary School Teacher (626) 327 - 5648

Language

Bilingual - Spanish & English