**Marlen Gaytan**

7340 Anne Cir • Winton, CA 95388

**CELL PHONE** (209) 262-4448

Mgaytan2@ucmerced.edu

**Summary of Qualifications**

* Exceptionally organized
* Skilled at working under pressure
* Strong project and time management skills
* Sufficient supervisory experience
* Strong interaction and relationship-building skills
* Excellent customer service skills
* Excellent oral and written communications skills
* Substantial analytical, problem solving, and decision-making skills
* Skilled at understanding complex policies and explaining them in simple terms
* Passionate about working with people of diverse talents, backgrounds, and skills
* Equally effective working on self-managed projects or within a team
* Skilled in coding programs such as R, Stata, SSPS, and Matlab

**Education**

**University of California, Merced,** Merced, CA

**Bachelor of Arts, Political Science**, May 2016

Concentration in American Politics

Minor: Sociology

**Work Experience**

**University of California, Merced September 2014 - Current jhgjh**  Summer 2014 to Present

*Student Assistant*

Mail and Document Services Assistant

* In charge of receiving, sorting, and distributing the entire campus certified and regular mail.
* In charge of keeping all of the copiers on campus up and working by clearing jams, replacing toner, establishing IP networks, etc.
* Data entry, monthly recharge reports using Excel spreadsheets
* Preparing invoices for all departments on campus

**JC Penney November 2012 - January 2014** June 2014 - Dec. 2015

*Certified Jewelry Sales Associate*

Established great communication skills in the jewelry department, a genuine customer service and patience for diversity from every sales interaction; learned to build relations with customers and make them feel welcomed to ensure sales.

**Community Service**

**Jagmohan S Bhinder MD June 2012 – January 2014** Nov. 2011 -May 2015

* Front desk customer service
* Filling, budgeting, and inventory

**Campus Leadership**

**Young Americans for Liberty Spring 2016**

* President and founding member of YAL Chapter at UC Merced
* A club dedicated to make a change on campus while practicing our rights and liberties.