

Adriana Toledo
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OBJECTIVE

To acquire a position where I will be able to utilize my organizational skills, educational background, and communication skills to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.

EDUCATION

2011–2015 Mission Hills High School- San Marcos, California
● Expected graduation date- June 17th, 2015

COMMUNITY/WORK EXPERIENCE

2015-current **Deli Torta Restaurant**
● Manage a clean environment
● Handle money on cash register
● Take and deliver orders
● Create an enjoyable atmosphere for customers

2014–2015 **Teacher Aid**
Knob Hill Elementary- San Marcos, California
Assistant, Helper, colleague
● Manage clean environment for children
● Helped in academic grading and inputting grades
● Serve as a mentor to students in need

2012–2014 **Caregiver**
Senior Center- Escondido, California
Care provider, sitter, assistant
● Contributing to a positive living environment
● Providing stabilization and assistance
● Prepared hygienic meals and snacks for children

2013–2014 **Interfaith**
Interfaith- Escondido, California
Server, Packaging, Distributor
● Prepared and packed healthy meals
● Served with a positive attitude
● Provided emotional support

SUMMARY OF SKILLS AND ABILITIES

- Honest and has integrity
- Motivated and ready to follow directions
- Capable of working with a team
- Working in a fast pace environment
- Bilingual in Spanish, English, and French
- exceptional in microsoft and photoshop