

Wanda Rodriguez

25 Maple Street
Santa Ana, CA 92705

(714) 322-5677
wanda.rodriguez@yahoo.com

- OBJECTIVE:** Obtain the position of Director of Sales
- QUALITIES:** Hardworking, responsible, out-going, team player, strong communicator, attentive to details.
- EDUCATION:** Century High School
Expected graduation, June 2020
Business emphasis, e-Business Academy member
- WORK EXPERIENCE:** **Denny's Restaurant** **June 2017-Present**
Hostess/Cashier Santa Ana, California
Responsibilities: Welcomed customers as they entered the restaurant, seated customers, processed bill payment and provided correct change. Helped in opening and closing procedures.
- House Sitting** **Summer 2016**
Alvarez family Santa Ana, California
Responsibilities: Watch the house while the family was on vacation out of the country. Collected mail and recorded phone message. Forwarded mail and message to family. Feed and cared for pets. Maintained outside landscaping and lawn.
- VOLUNTEER WORK:** **Salvation Army** **December 2016**
Christmas Warehouse Anaheim, California
Responsibilities: Helped the needy in the community, by providing them with donated gifts and food packages. Sorted donated food and loaded donations into cars.
- SKILLS:** Bilingual in Spanish/English
Computer Applications; Microsoft Office, InDesign, Photoshop, iMovie, Internet browsers.
Proficient on both PC and Macintosh computers
- ACTIVITIES:** Anime Club; Vice President 2017-2018
Dance Team: 2016-Present
Track and Field: Frosh-Soph 2015-2016
Varsity Soccer Team 2017
- AWARDS:** Student of the Month: May 2016
Honor Roll: Spring 2016
- REFERENCES:** Mr. Alan Gersten; Century High School (714) 796-7433