

## **Andrew Garcia**

Bay City, CA 94086

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### **OBJECTIVE**

Customer service assistant at Bay City Recreation Center.

### **EDUCATION**

Bay City High School, Bay City, CA GPA 3.5

Classes taken include Algebra I & II, Advanced Writing & Composition, Graphic Arts and Industrial Mechanics.

### **EMPLOYMENT**

06/XX - 01/XX

**Sales/Customer Service representative**—Copies4Less, Bay City

- Cashiered, wrote orders for customers, and answered phones.
- Processed 5-10 print jobs a day. Maintained and repaired equipment.

### **OTHER WORK EXPERIENCE**

01/XX - Present

- Perform car washes and detailing for friends and family.

### **VOLUNTEER EXPERIENCE**

01/XX - Present

Fund-raiser for our local Ronald McDonald House and raised over \$1,000 this year.

Fund-raiser for Water Polo team and raised over \$300 this year.

### **SPECIAL TALENTS AND SKILLS**

- Proficient with Microsoft Office products and some computer trouble-shooting.
- Outgoing, personable with great people skills. Bilingual in Spanish.
- Demonstrated ability to work well with others and communicate effectively with a variety of people, including supervisors, peers and technicians.

### **HONORS AND AWARDS**

- IOC Rep for School Swing Dancing Club.
- Honor Roll Freshman and Sophomore.
- Golden State Honors in Algebra, Geometry and English.

### **EXTRACURRICULAR ACTIVITIES**

Primarily active sports like swimming, water polo, surfing and karate.