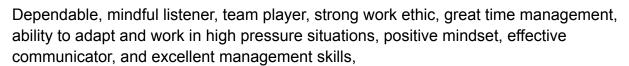
#### Hello

#### I'm Aileen Duarte!

619-373-3917

aduarte7088@sdsu.edu

#### Skills



# **Experience**

# **Big Five Sporting Goods**

- Maximized my organization skills as a cashier
- Provided excellent customer service
- Built relationships and communication skills when interacting skills
  September 2017 August 2018

## Ralphs

 Selected and gathered products to fulfill customers online orders August 2019 – June 2021

### **Starbucks**

 Positioned as a barista with the main role of connecting with customers and establishing a welcoming store environment.

July 2021 – March 2022

# Harmonium - Before & after school program director

- Tasked with student and staff supervision
- Planning daily activities and monthly events
- Providing academic assistance
- Creating a positive and enriching environment
- Complete daily administrative paperwork
- Constantly developing a creative and inclusive curriculum
- Ensuring the safety of all students enrolled in the program.

July 2021 – Present



### Education

2014 - Present

- **High School Diploma** CETYS Universidad, Tijuana, B.C. 2014-2017
- Associate's Degree Southwestern College 2017-2020
- San Diego State University Bachelors in Liberal Studies 2020-2024

# **Volunteer Work**

 Played a key role as an administrative aid, tutored struggling students helping them achieve their goals, and provided support to working teachers at Hazel Goes Cook Elementary and Hilltop Drive Elementary for four months from February to May in 2018.