

Hello

I'm Aileen Duarte!

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Skills

Dependable, mindful listener, team player, strong work ethic, great time management, ability to adapt and work in high pressure situations, positive mindset, effective communicator, and excellent management 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.