

# Patricia Carrillo

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## Education

California State University Monterey Bay Expected Graduation: Spring 2018

- Bachelor of Art degree Spanish Language and Culture

Pasadena City College Pasadena, CA May 10, 2015

- Associate of Art degree Linguistics
- Associate of Art degree Social and Behavioral Sciences
- Associate of Art degree Humanities

## Experience

Hostess/Server | Island's Restaurants May 2016 – August 7, 2016

- Greeted and assign guest to tables suitable for their needs.
- Ensured guests experience with food and service was excellent.

Personal Assistant | The Claypool Law Firm May 2014 – August 11, 2016

- Operated office machines, voice mail systems, and personal computers
- Answered telephones, direct calls, and took messages.
- Maintained and updated filed, inventory, mailing, using a computer (Microsoft 2010)
- Communicated/greeted clients to answer questions

South Pasadena high School Cross Country Team August 2011 – October 2015  
Assistant coach

- Managed a team of 40+ athletes by taking an active role during practice, coaching the athletes at races and through injuries (if needed)

Barista/Server | Heirloom Bakery and Cafe September 2011 – July 2013

Barista/Server | Great Harvest Bakery Cafe October 2010 - August 2011

- Cashiered and inventory products
- Provided Customer Service by taking orders and making espresso drinks.
- Delivered food to the customer and bussed tables.
- Leadership/Volunteer

## Community Activities

E-gaming Staff Volunteer | Anime Expo

Assistant Manager February 2016 – July 2016

- Charged with making sure the team members worked cohesively and all equipment was functional

Adelante Mujer Latina Conference | Pasadena City College

Volunteer Staff | May 2010 – May 2014

- Assisted with advisory panels set up
- Assisted with helping attendees navigate through the conference