

# **Jimena Meza**

## **Objective**

- To obtain employment or a letter of reference

## **Professional Experience**

- Bilingual
- Proven ability to lead and motivate others in a structured manner (Teacher's Aide)
- Profound patience while dealing with children (Babysitting)
- Basic computer skills including MS Word and MS Excel (Teacher's Aide)
- Highly skilled in providing a timely, efficient, and considerate customer services (Volunteer Cashier for school sports events)
- Meticulous competency in sales, products and customer services (Volunteer Cashier for school sports events)
- Implement age appropriate activities and monitor safety (Tutor at Elementary Saturday school)
- Ensure sanitation of all surfaces and equipment (Tutor at Elementary Saturday school)
- Ensuring full comprehension (High School and Elementary tutor)
- Implementing patience and motivation (High School and Elementary tutor)

## **Community Service**

- Volunteer at local Community theatre
  - Attending customers
  - Volunteer cashier
  - Cleaning counters
- Motivating and reinforcing learning at local elementary afterschool program
  - Washington Elementary 2012-2013
  - Paper-work; placing files in correct order and organizing appropriately
  - Tutoring students and administering proper behavior
  - Consulting parents regarding health or behavioral issues
  - Ensuring student safety

## **Activities**

- AVID (Advancement Via Individual Determination) (All school years 2012-2016)
  - A class centered on succeeding in college, academically, and being involved in the community

- o Very selective and difficult to enroll in
- o Highly involved in community projects and academic advancement
- Tutoring (All school years 2012-2016)
- Migrant Speech and Debate
  - o Competition between Migrant Regions
    - I was a part of Migrant Region 24
  - o Went to Monterey Bay High school to compete
  - o Many weeks and hours of writing and preparing speeches
  - o Intense competition of various rounds with students from same grade level in California
  - o Placed 2nd in Extemporaneous Speech
    - A speech on an unknown topic until given to us
    - We were given five minutes to prepare
- Fundraising for AVID (Cashier)
  - o Volunteer for food booths for LHS sports
  - o Attending customers

## **Education**

- Washington Elementary
  - o (559) 562-5916
  - o 451 E. Samoa Lindsay, CA 93247
  - o 2003-2010
  - o 2011-2012
  - o Activities:
    - Tutoring
    - Community Theatre Production
- Steve Garvey Jr. High
  - o (559) 562-5913
  - o 340 N Harvard Ave Lindsay, CA 93247
  - o 2010-2011
- Lindsay Senior High
  - o (559) 562-5911
  - o 1849 E. Tulare Rd Lindsay, CA 93247
  - o 2012-2016