

Isabella Beal

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OBJECTIVE

To obtain a position as a personal assistant.

EXPERIENCE

Admissions Office, University of Northern Colorado

Greeley, CO — 2015

Work study program in the admissions office. Research shows that students who are employed while attending college get better grades because they are more organized and responsible.

- Greet visitors to office and guide them to correct department
- Answer general questions about UNC and Greeley
- Process incoming data (electronic and mail) for interested students
- Office organization - filing and organizing prospective student information

Caterer, Feast Catering

Santa Rosa, CA — 2014

Feast Catering is one of Sonoma County's premier catering companies working primarily with wedding parties and winery events.

- Food and beverage server
- Greeting and directing guests
- Food preparation and presentation
- Event set up and takedown

Child Care, Gonzalez Family, Bertling Family, Overall Family

Santa Rosa, California — 2008-2014

Supervised children's safety, transportation, nutrition and activities.

- Prepare meals and snacks for children
- Facilitate children with homework and school work
- Carry out housekeeping duties and transporting children to activities

EDUCATION

University of Northern Colorado

2014-present

I am currently attending University of Northern Colorado (UNC) and am a member of the Women's Soccer Team. I currently have a 3.6 GPA as a Biomedical major with an emphasis in health. I aspire to earn an undergraduate degree at UNC and become a pediatric physical therapist. I Was named to the Big Sky Conference All-Academic team as a freshman this year.

Montgomery High School

Santa Rosa, CA 2010-2014

I attended Montgomery High School for four years and maintained an overall GPA of 4.22. I earned the Scholar Athlete Award four times and participated in two Varsity sports: soccer and swimming.

SKILLS

- Strong organizational skills
- Proficient in Microsoft Word and Adobe InDesign publishing software.
- Motivated student athlete that takes initiative
- Strong interpersonal skills, work ethic and problem solving skills

REFERENCES

Marilyn Gonzalez-- (707) 494-2510

Mary Bertling-- (707) 235-7112

Pat McDonald-- (707) 481-3400

Letters of recommendation available at isabellabeal.weebly.com