**Kasandra Moreno-Diaz**

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**Education**

B.A. Spanish Language and Hispanic Culture Expected Graduation Spring 2020

Cal State Monterey Bay, Seaside,CA

**Skills**

* Intermediate/Advanced Spanish
* Leadership training
* Work well in fast paced environment

**Employment Experience**

**Impact Leader I,** Boys and Girls Club, Monterey, CA9/2019- Current

* Creating weekly programming for middle schoolers
* Part of a team to work on the literacy program for younger club members
* Mentoring club members

**Canvasser,** KIPP So-Cal, San Diego, CA 6/2019- 8/2019

* Leading a team to help with enrollment for the school year and event planning
* Going out to the community to inform about the school and their vision
* Managing schedules and completing various office tasks

**Sales Associate,** GAP, Del Monte Shopping Center, Monterey, CA 9/2018- 5/2019

* Interacting with guest each week and creating a friendly environment
* Check guest out at the cash-wrap
* Maintain the store by recovering clothes

**Cashier**, Target, Seaside, CA 8/2017-5/2018

* Work as a main cashier and helped guest with a fast check out
* Trained new employees
* Translator for any Spanish speaking guest
* Trained in Guest Services

**Crew Member**, Carl’s Jr., Monterey, CA 4/2017-5/2017

* Work as a main crew member and took guest orders from front of house and drive-thru
* Trained new employees
* Translator for any Spanish speaking guest
* Maintain my work area and the area around me

**Volunteer Experience**

**Service Learner,** Palenke Arts, Seaside, CA 9/2018-12/2018

* Assistant to the head of the program
* Organize paperwork and inventory
* Create digital file cabinet for students and class information
* Assist with bilingual choir class

**Service Learner**, Dual Language Academy, Seaside, CA 3/2018-5/2018

* Assist in 5th Grade English and Spanish mathematic classes
* Assist in 4th and 5th Grade English as a Second Language classes
* Help with setting up the classroom for lessons
* Clarify any questions student had in regard to the lesson

**Service Learner**, Alisal Center for the Fine Arts, Salinas, CA 2/2017-5/2017

* Assist in art classes
* Help set and take down displays after art shows, events, and performances
* Maintain inventory for instruments and props
* Organize paperwork