Maira Medrano

736 Page Avenue

Lindsay, CA, 93247

(559)568-8155

medranomaira541@gmail.com

**SKILLS**

Planning and Organizational Skills

* I am able to prioritize tasks according to importance.
* I can also identify tasks to be accomplished.
* Organize files.

Bilingual

* I am able to speak English and Spanish, I can read in Spanish.

Multi-tasker

* I am able to work on various tasks at the same time.

CPR Certified

* I have recently taken a CPR class and became certified.
* I can conduct CPR to an infant, child, and adult.

**EXPERIENCE**

**La Puerta Abierta, Lindsay, CA** *- (Volunteer)*

March 5, 2016

* Registered kids for a pinewood derby race.
* Handled the registration paperwork.
* Maintained a list of all participants according to their age groups.
* Organized paperwork into several files according to the kids groups.

**Lindsay High School, Lindsay, CA** *- (Volunteer)*

March 14, 2014, and March 15, 2015

* In charge of a section of the Future Farmers of America’s annual Kiddy Day event.
* Oversaw my plant section, and worked out all the details.
* Presented my station to over 100 kindergarteners.

**EDUCATION**

**Lindsay High School, Lindsay, CA** *Diploma in progress*

* Psychology
* Tech Basic
* Yearbook

**Community Service**

Food Booths for:

* Key Club
* Yearbook
* AVID 11
* Junior Class

Kiwanis event

* Easter Egg Hunt at Lindsay Park

Future Farmers of America

* Kiddy Day event March 14, 2014
* Kiddy Day event March 13, 2015

La Puerta Abierta

* March 5, 2016
* Royal Rangers (Boys ministry)
* Pinewood Derby
* Yard sales
* Fundraisers

**References**

Mr. Abel Gamboa

Church Youth Leader

Lindsay, CA 93247

(559) 202-6489

Mr. Mauricio Mendoza

Royal Rangers Assistant Leader

Porterville, CA 93257

(559) 306-7953

Mrs. Brandi Zike

Learning Facilitator

Lindsay, CA 93247

(559) 280-4233