

Diane Chacon

12345 SE Clinton Street

Gresham, OR 97030

503.867.5309 | diane.chacon@gmail.com

Mature responsible person that possess leadership abilities along with self-motivation skills. Detail-oriented quick-learner that can anticipates potential problems and provides appropriate solutions in necessary situations.

CAREER EXPERTISE

Microsoft Word

Keyboarding Proficient

First Aid/CPR

Microsoft Excel

PC Proficient

Scheduling

Microsoft PowerPoint

Organization

Filing

RELEVANT EXPERIENCE

Vice President

Centennial MEChA

09/2019-Present

- Organized and executed Multicultural Night for Centennial community during diversity week.
- Created promotional material to be used to market event to the community.

Classroom Assistant

Centennial High School

09/2019-Present

- Assisted varsity baseball coach with creating schedules and communicated with player.
- Maintain classroom records and assisted with instructional programs.

Sales Associate

Old Navy

06/2018-Present

- Ensured 100 percent reconciliation with register receipts and cash drawer at end of shift.
- Initiated complete understanding of company products to help make customer recommendations.

Child Care Provider

04/2014-Present

- Provide learning opportunities for up to three children in miscellaneous environments.

EDUCATION

Centennial High School

Gresham, OR

Graduation: June 2019

AFFILIATIONS/INVOLVEMENT

Member, MEChA

Gresham, OR

2014-Present