

Celine Majorca

10502 West Drive #234 • Arcata, CA 95521
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Objective

Internship working with at-risk youth

Education

Humboldt State University, Arcata, CA
Major: Sociology ~ Senior Class Standing

Experience w/ Youth

YES House <i>Assistant Coordinator</i> Organized program events, trained, interviewed and checked references for 20 volunteers, balanced budget, worked with community members for referrals of children, kept an open relationship with parents.	Arcata, CA 8/03-4/04
Jacoby Creek Elementary School <i>English/Math Tutor</i> Tutored six children ages 7-13 in Math and English.	Arcata, CA 1/04-4/04
Humboldt Educare Preschool <i>Teachers Assistant</i> Monitored and interacted with 20-30 preschool children.	Arcata, CA 8/02-9/03

Customer Service

HSU Career Center <i>Career Center Representative</i> Answered phones, faxed copied, shredded, filed, registered students on-line, scheduled meetings for career counselors.	Arcata, CA 1/04-present
Parking and Commuter Services <i>Parking Compliance Officer</i> Enforced parking laws, wrote cites, booted vehicles, unlocked cars for drivers, setup/took down signs, assisted in event traffic flow.	Arcata, CA 4/05-7/05
HSU Housing and Dining Services <i>Front Desk Receptionist / Tour Guide</i> Answered 4 phones, coded keys for rooms, assisted in locked out (room) customers, talked with parents and students about room assignments and procedures, gave tours of resident halls.	Arcata, CA 7/03-8/04

Research

Comprehensive Literature Review and Study "Gendered Language and It's Effects" Researched, surveyed, entered data and looked for statistical correlations.	Arcata, CA Spring 2005
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Computer Skills

SPSS, Meeting Maker, Eudora, Integra TESA, Odyssey, Clancy.

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References

Julie-Ann Mickleman
Program Director
HSU YES House
Arcata, CA 95521
120-345-6789

Jack Gonzales
Teacher
Jacoby Creek Elementary
Arcata, CA 95521
456-789-1011

Jaquin McDermitt
Administrative Support
HSU Career Center
1 Harpst Street
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987-654-3210