**ANGELA MACIAS**

1234 E. SANDIA ST

CHANDLER, AZ 85225

(480) 235-9876

amacia41@asu.edu

**SUMMARY**

First year engineering student with technical background and customer services skills seeks a Student Technology Support Assistant position.

**EDUCATION**

**Bachelor of Science, Mechanical Engineering                                      May 2018**

Ira A. Fulton Schools of Engineering

Arizona State University, Tempe, AZ

Relevant Coursework: Success in Technology & Innovation, Introduction to Computer Science

**AWARDS/HONORS**

-        ASU Presidential scholarship recipient

-        Primo High School Honor Roll, Fall 2012

-        Arizona Regional Championship – Debate, Spring 2013

**PROFESSIONAL EXPERIENCE**

**Office Assistant, Primo High School, Glendale, AZ                         Oct. 2012-May 2014**

-        Answered phones and scheduled career advising appointments for students

-        Assisted with maintaining office files to increase efficiency and maintained confidentiality of student records

**Cart Attendant, Glendale, AZ                                 Oct. 2010 – Dec. 2011**

-        Collected carts from parking lot during the busy holiday season

-        Maintained cleanliness of restrooms and assisted team members to ensure positive guest experience

-        Used communication skills to direct guests to the correct departments

**COMMUNITY INVOLVEMENT/ACTIVITIES**

-        President of the Primo High School Robotics Club

-        Captain of the Varsity Girls’ Basketball team

-        Habitat for Humanity volunteer

**TECHNICAL SKILLS**

-        Proficient with MAC and Windows operating systems and set-ups

-        Microsoft Word, Excel, PowerPoint

-        CPR certified, First Aid training

-        Fluent in Spanish