

ANGELA MACIAS
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SUMMARY

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

TECHNICAL SKILLS

- Final Cut Pro and Adobe Premiere editing suites
- Chroma-key software for both green and blue screen backdrops
- Proficient with MAC and Windows operating systems and set-ups
- Microsoft Word, Excel, PowerPoint

EDUCATION

Bachelor of Science, Mechanical Engineering

May 20XX

Ira A. Fulton Schools of Engineering
Arizona State University, Tempe, AZ

AWARDS/HONORS

Presidential scholarship recipient

PROFESSIONAL EXPERIENCE

Office Assistant, Primo High School, Glendale, AZ

Oct. 20XX-May 20XX

- Answered phones and scheduled career advising appointments for students
- Assisted with maintaining office files to increase efficiency and maintained confidentiality of student records

Technical Director, Primo High School Productions, Glendale, AZ

Aug. 20XX-Oct. 20XX

- Directed filming of video announcements and assisted in set-up and maintenance of studio and control room
- Used High Definition cameras and camera-mounted Teleprompters to create a professional look
- Worked with blue and green screen environments for background pictures and videos, including Picture-In-Picture

Cart Attendant, Target, Glendale, AZ

Oct. 20XX-Dec. 20XX

- 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

