

**NANCY
GARCIA**
DEDICATION AND
MOTIVATION

Nancy Garcia
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Education

University of Colorado Denver- Anticipated Graduation date May 2016.
Majoring in Criminal Justice with a Minor in Sociology and Ethnic Studies .

Alameda High School-Lakewood, CO.
January 5th, 2009- May 25th, 2010

Northglenn High School- Northglenn, CO.
August 26th 2009- December 20th 2009

Deming High School-New Mexico
August 25th 2008-May 31st 2009

Instituto Parralense -Chihuahua Mexico
August 23th 2007-May 31st 2008

Work Experience

Eagle Counseling, 2011-2015 Office administration, Experience in Behavioral Health Care Treatment & Services.

Ethnic Studies Department at the University of Colorado Denver, 2013-2015
Office and Professor Assistant- Commitment to diversity and equity, and an understanding of the ways in which instruction and administration can be critical to matters of justice and inclusion.
Office administration. Responsible for assisting professors with grading.

Achievements

Public Relations for The Hispanic Scholarship fund
Summer Bridge Program: Summer 2011
12th Grade: Honors English, AP Statistics, AP History, Humanities.
Top Fifteen (Class Rank 13/197), GPA: 3.8 unweighted.
Graduated from Alameda High School 2011
Merit Scholarship 2011
Academic recognition on February, 2011
Varsity Letter for Soccer, 2010 and 2011

Extra Curriculum Activities

Denver Feed a Family November 2011, 2013
Soccer (2010, 2011)
Support for the Church (2009-2010)
Basketball (2008-2009)
Fundraising for Deming High Girls Basketball team (2009)
Attended The Regional Impaired Driving Treatment Provider Training (Office Of Behavioral Health) (2015)

Skills

Bilingual; Speak Spanish and English, Write and read fluently in both languages.
Computer skills; can type and average of 78 words per minute.
Strong Organizational Skills
Proficiency in Excel, Microsoft Word.
Proficiency in Norchem Sentry
Proficiency in Treatment Management System (Division of Behavioral Health)