

Alexis Cano

Thornton, CO 80233

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Authorized to work in the US for any employer

WORK EXPERIENCE

Student Coordinator

Career Success Center - Westminster, CO - 2016-01 - 2016-05

Promote Career Success Center to campus

- Attend workshops facilitated by career success center
- Refer students to resources for internships and jobs
- Create slideshows and flyers

Student Life Office Assistant

Front Range - 2015-09 - 2016-01

July 2016- Jan 2017 ● Interact with students on campus by giving information with club and event involvement

- Gather information from new students to evaluate orientation program
- Design posters to promote events and programs on campus
- Proceed with and organize new tasks immediately
- Trained new employees

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EDUCATION

Associates in Criminal Justice

Front Range Community College - Westminster, CO

2015-08 - 2017-05

Academy High School - Thornton, CO

2012-08 - 2015-05

SKILLS

Microsoft Office

GROUPS

Law School Si Se Puede

2015-08 - Present

Meet with mentors once a month

Network with attorneys and judges

Attend weekend workshops

Demonstrate leadership skills

ADDITIONAL INFORMATION

Special Qualifications

- Demonstrated quality interactions in customer service settings
- Composure in stressful situations
- Advanced computer skills (e.g. Microsoft, ID software, QuickBooks, Google Drive)
- Bilingual in English and Spanish (Written and Verbal)