

## **Gilbert Merino**

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### **Objective:**

To obtain a position that is in-line with my strong educational and personal goals of aiding in the development and success of an organization.

### **Education**

B. A. in Political Science, San Diego State University May 2013

- Completed course work for political science, including an emphasis in Comparative Politics. This gives me broad knowledge in research, policy, and data analysis.
- Major GPA: 3.2

### **Employment**

Re-Stock Clerk, Food4less Jan - May 2011

- Engaged with customers in a fast-paced highly diverse environment.
- Handled many duties from customer service, to re-stocking inventory.
- Earned "Employee of the Month" after three months of employment.

Administrative Assistant at Merino Landscape Dec 2009 - June 2010,  
May 2013- April 2014

- Family operated business that provides landscape and construction services throughout the San Diego area. I primarily served as an administrative assistant, and cost-estimation assistant.
- Familiarizing myself with the fundamentals of running a small business.
- Answered phones and conducted other clerical tasks that required the use of Microsoft Office Suite and "Onlook".

### **Internships**

Intern for Congressman Juan Vargas Feb - May 2013

- Worked to address the needs of community through constituency services. Was an active member in a team environment to solve problems and issues as they came up
- Handled clerical duties such as answering phones and following up with correspondence.

Legislative Intern with Friends of the River Jan - May 2012

- Real-world, full-time experience in the California legislative process. Further developed my ability to research and prioritized information that arose.
- Led teams in project management, implementation, funding, member recruitment and litigation research.

- Concurrent enrollment at CSU Sacramento.

### **Other Important Work and Experiences**

Sacramento Semester Program, CSU Sacramento

Jan 2011- May 2011

- Full-time student in conjunction with a full time internship was required per guidelines of the program.
- Completed program with a 3.0 GPA

San Diego State University, Summer Bridge Program

Sep 2009

- Learned to transition from high school to college student by gaining skills in research, writing, and time-management
- This program was a leadership developmental program that sought to prepare students for the demands of the University life-style, only one in three students are accepted in this highly competitive program.

### **Important Skills and Qualifications**

- Bilingual: English and Spanish
- Computer competent in Mac and PC: type 75-words per minute, familiarity with writing professional documents, and presentations
- Have worked in the real world and am a reliable team member, hard-working, self-motivated, and know how to communicate with clients/customers.
- A strong background in the business of politics.
- Superb research skills and works well under deadlines.
- Able to engage in a variety of social media outlets to advertise, market, and publish information.

### **References**

Johnnie Carlson, Operations Director, *Friends of the River*, (916) 442-3155.