



Nora Candelaria

| ✉ noracandelaria58@gmail.com
[in www.linkedin.com/in/noracandelaria75/](https://www.linkedin.com/in/noracandelaria75/)

Work History

Volunteer Services

Sep 2013 - present

Children's Medical Center

- Completed over 50 coloring books in an hour.
- Supervised kids while playing with them.
- Called to confirm appointments for the following day so they don't have to do it for the day and dedicate more time to the patients.
- Delivered supplies to different departments preventing from shortages and not to place orders that will take a longer time to carry out.
- Counted, updated, and organized products in the Omni Cells located in the surgery rooms.

Education

School of Education and Social Services

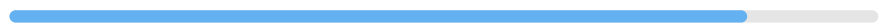
Aug 2011 - present

Student in Human Services

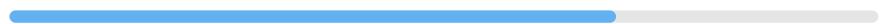
- Valedictorian of my class.
- Preparing to be a Psychologist
- A/B Honor Roll (Freshman- Senior)
- Career Preparation
- Principles of Information of Technology
- National Honor Society Member
- National Spanish Honor Society Member
- National Math Honor Society Treasurer
- LULAC (League of United Latin American Citizens) Sergeant at Arms

Skills

Translating in Spanish and English
5-9 years of experience



Typing
3 - 4 years of experience



Portfolio

National Math Honor Society



National Honor Society

LULAC



Spanish Proficiency

National Honor Society



MS Powerpoint



MS Outlook



Certifications

Microsoft Outlook 2010

Issued By: Issued By: Brainbench

Oct 2013 - Oct 2014

MS PowerPoint 2010

Issued By: Issued By: Brainbench

Oct 2013 - Oct 2016

Customer Service

Issued By: ALISON

Sep 2013 - present

References

Carol Miller

I enjoy working with this student, and she is helpful. She displays initiative and enthusiasm during work. Uses good judgment in solving problems and working with others. She will ask questions and seek guidance when not sure of what to do. Maintains good customer service relations. Takes pride in work and strives to improve work performance. Displays strong analytical skills.

