

Tiffany M. Trejo
3601 Dwiggins St
Los Angeles, CA 90063
323 271 9665
Trejo.tiffany.m@gmail.com

OBJECTIVE

I'm looking to find a place in graduate school where my talents will be used in a social work setting in order to help make sure geriatric patients are treated with respect and receive the proper care.

SKILLS SUMMERY

- The ability to think abstractly as well as critically when coming up with ideas.
- I am able to work with groups and collaborate with others as well as individually.
- Analyze and evaluate policies and programs while understanding issues of diversity with respect to work situations as well as in social settings.
- I can conceptualize problems and organize material .
- I can help others develop insights and make decisions as well as bring evidence to bear in support of an argument.
- I am well versed in the art of writing as well as in the use of common sense.
- I am fluent in Microsoft word, PowerPoint, excel, and SPSS.

EXPERIENCE

Florence Nightingale Middle School
October – Present

Los Angeles, CA

I am currently a teachers assistant for students learning the English language. I prepare lessons for their levels as well as assist with test taking and the spoken word.

AMC
November 2014 – Present

Monterey Park, CA

In my current position at AMC there are a gamit of activites however, none being more important than customer relations. I make sure that our guests have an enjoyable time while keeping the atmosphere happy and entertaining, by engaging in conversations and genuine interest in their overall experience.

Jaime Escalante Program
June 2007 – August 2007

Monterey Park, CA

While at the Jaime Escalante program I was a tutor at the HP College Preparatory Academy where I tutored geometry. I focused on the students that had fallen behind on the lessons as well as students who were working on skills of basic math. I created programs for students on addition and subtraction while maintaining the students privacy in order to prevent backlash from other students.

Education

California State University, Northridge CA (2012-2014)

- Bachelors Degree earned May 2014: Sociology: Criminology and Criminal Justice
- Dean's List Fall 2012/13, Spring 2014

East Los Angeles College, Monterey Park CA (2004-Present)

- Associates of Arts Degrees earned June 2012: Administration of Justice, Liberal Arts, Social and Behavioral Sciences, and Arts and Humanities
- Presidents Honor Roll; Spring 2012, Deans Honor Roll; Fall 2011 and Spring 2011/12