

Brisa Rosiles

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EDUCATION

California State University, Monterey Bay December 2023
Bachelors of Arts in Spanish Language & Hispanic Cultures
GPA: 4.0

Hartnell College 2021
Associate of Arts in Language & Rationality
GPA: 4.0

EXPERIENCE

Student Assistant, California State University, Monterey Bay, Seaside, CA August 2022 - Present

- Corroborates accuracy of business records by consistently updating students' information
- Inspects sensitive files for missing documents or misplacement within the database
- Strengthens financial management processes to reduce errors in payroll administration by verifying the identity of staff and students
- Welcomes staff and students by responding to their inquiries and requests, promptly, politely, accurately, and professionally

SERVICE LARNING

Literacy Service Tutor, Cesar Chavez Library, Salinas, CA September - November 2022

- Developed the language skills of English learners through one-on-one and group sessions
- Facilitated translation of study materials and class content in English and Spanish
- Empowered students' confidence by creating individual learning techniques
- Communicated class instructions in new and unique ways to improve comprehension
- Evaluated students' language performance and development providing positive and constructive feedback

Bakery/Deli Clerk, FoodsCo, Soledad, CA August - December 2021

- Plated hot meals and salads in aesthetically pleasing arrangements
- Provided exemplary customer service by greeting customers in English and Spanish
- Assisted in recording and preparing special orders and ensuring customer satisfaction
- Promoted high-value food items by designing creative displays in customer-facing areas
- Maintained high standards of food quality by handling products in accordance with food safety

SKILLS

Fluent in Spanish | Microsoft Office | AutoCAD | SketchUp | Adobe Photoshop and Lightroom