

Guadalupe Cuevas

Aurora, IL 60506

OBJECTIVE

To secure a professional position in which my communication, people and organization skills will be utilized to its full potential.

EDUCATION

Robert Morris University-Illinois

Graduation: February 2016

Bachelors of Business Administration

2013-2016

WORK EXPERIENCE

UNI2-Aurora,

2018-Present

IL

Secretary

- Booking meeting and conferences for Non-For Profit and president
- Providing Spanish translation support to staff and over the phone
- Creating memos, Excel spreadsheets and PowerPoint slide show

Twenty-First Century (MyTime)- Aurora,

2016-Present

IL

Adult Leader

- Helping underperforming students improve literacy and math skills
- Adhering to strict MyTime policies of procedures and expectations regarding students with behavior issues
- Covering for Site Coordinator when not available in running MyTime and dismissal

West Aurora School District- Aurora,

2016-Present

IL

Substitute Teacher

- Teaching grades PreK-5th as a "on-call" sub at 5 elementary schools
- Providing a safe learning environment in which students can learn and build social skills
- Assisting students of a variety of learning ability including; special education, IEP, and gifted students

East Aurora School District #131- Aurora,

IL

Bilingual SPed Teacher Assistant

2016-2017

- Provided support to students with IEPs and assisted with academic help
- Implemented strategies to help aid students success in classroom
- Assisted teachers with academic lessons to ensure understanding by IEP students

Hobby Lobby- Oswego,

IL

Cashier

2012-2016

- Assisted customers with returns and purchases and understand policies
- Provided customer assistance over the phone and provided translations in Spanish
- Trained new employees on register and company policies and day to day activities

VOLUNTEER

League of Women Voters- Aurora,
IL

2018-Present

Member

- Assisting in community outreach and distributing information about importance of voting
- Collaborating time and effort to achieving a effective candidate forum
- Providing nonpartisan information to the community about the government

Fiestas Patrias-Aurora,
IL

2018-Present

Volunteer

- Assisting in distribution of beverages
- Helping checking IDs for people age 21 and over
- Collaborated time and effort to successfully help Stand

Sacred Heart church- Aurora,
IL

Volunteer

2011-Present

- Assisting the church with fundraising
- Operating electronic equipment in church during mass
- Implementing design and style to church atmosphere

Feed my starving children- Aurora
IL

Volunteer

2011-Present

- Assisted with food packaging
- Attained a group to help needed children
- Collaborated time and effort to successfully help and operate the business purpose