

# Juan Garcia

Aurora, Illinois, 60505

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## Work Experience

### FOX VALLEY PARK DISTRICT, AURORA, IL

*After School Sport Instructor, Jan 2012 – May 2013*

- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.
- Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.
- Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, and storytelling.

### BLAIR'S FARM & FLEET, MONTGOMERY, IL

*Store Associate, Aug 2014 – Jan 2015*

- Greet customers and ascertain what each customer wants or needs.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Answer questions regarding the store and its merchandise.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Place special orders or call other stores to find desired items.
- Clean shelves, counters, and tables.

### SETH LEWIS FOR STATE SENATE

*Intern- June 2015- November 2015*

- Canvassed and interacted with voters
- persuaded voter to vote for candidate.
- Attended fundraisers the candidate hosted.
- Followed tasks needed by candidate or campaign manager.
- Participated several community service events

### O'REILLY'S AUTO PARTS, AURORA, IL

*City Counter Route Driver, May 2015 – January 2017*

- Obey traffic laws and follow established traffic and transportation procedures.
- Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.
- Report any mechanical problems encountered with vehicles.
- Load and unload trucks, vans, or automobiles.
- Verify the contents of inventory loads against shipping papers.
- Maintain records, such as vehicle logs, records of cargo, or billing statements, in accordance with regulations.
- Read maps and follow written or verbal geographic directions.
- Report delays, accidents, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios.
- Perform emergency repairs, such as changing tires or installing light bulbs, fuses, tire chains, or spark plugs.

### RICK GUZMAN FOR AURORA

*Staff- August 2016- May 2017*

- Planned fundraisers with candidate
- Formed part of the canvassing preparations

- Met with city and State official that were interested in our candidate
- Canvassed and interacted with voters
- Persuaded voters to vote for candidate.
- Attended fundraisers the candidate hosted and helped to make sure everything was in order
- Followed tasks needed by candidate.

## Education

### EAST AURORA HIGH SCHOOL, AURORA , IL

*High School Diploma, May 2013*

- Student Council
- Student-Athlete for 4 Years
- Sports Academic Club
- Spanish Honor Society

### BENEDICTINE UNIVERSITY, LISLE, IL

*Political Science B.S, Graduated: May 2017*

- College of Democrats
- College of Republicans
- Event coordinator for Association of Latin American Students (ALAS club)
- Student Senator at Benedictine University
- Committee Chair for the College of Liberal Arts
- Served in the Board of Appeals at Benedictine University
- President of Define American

## Additional Skills

- Great at Public Speaking
- Works Well in Groups
- Quick at Problem Solving
- Manages Time Well.
- Adapts to New Work Environments.
- Handles Pressure Well
- Spanish Fluency
- Articulates Messages Well in Small and Big Groups
- Experienced Event Coordinator