

Melissa Sosa

[REDACTED]
Aurora, IL 60505
[REDACTED]
[REDACTED]

Education:

Aurora University - Aurora, IL

Bachelor of Arts in English

Minor in Spanish

Completion date: May 2017

Experience:

Family Focus

Aurora, IL

Community Schools Resource Coordinator

October 2017
to
Present

- Served 90 children at Rollins Elementary while developing focused, creative and interactive academic enrichment programs for students. Responsible to create and implement 21st CCLC Community School programming in alignment with the four pillars of community schools: Academic Development, Healthy Minds and Bodies, Family Support & Community Engagement.

Family Focus

Aurora, IL

Youth Development Program Instructor

January 2016
to
July 2017

- Planned and incorporated enriched math, reading and life skills through hands on activities with 90 students. Overall, assisted the program coordinator in the functioning of the program, which consisted of passing out snacks, taking attendance, keeping an updated inventory list and interacting with parents.

Sunglass Hut International

Aurora, IL

Key-holder

June 2015
to
December 2017

- Entrusted with a key to the store to assist the manager in opening/closing the store as well as counting down the registers, making a bank deposit and being responsible for delivering it to the bank. Other duties include recovering the store, helping with shipment, pricing merchandise and assisting customers with their needs.

Skills:

Bilingual (English and Spanish).

Experienced with Microsoft: Word, Excel, PowerPoint, and Publisher.

Excellent interpersonal skills.

Great organization and time management skills.