**PATRICIA GARCIA-MARTINEZ**

1440 Berkshire Street, Oxnard CA 93033. Phone Number (805)6072083

patricia.garciamartinez.977@my.csun.edu

Detail oriented, improvement committed, prepared to excel in the field of Civil Engineering and ready to contribute and to adhere to the company’s objectives.

**EXPERIENCE**

ASSISTANT MANAGER, POPEYES

*06/2014 – 06/2018*

Organize and lead the workers, train new cashiers, deal with customers, taking orders, solve complaints, report inventory and sales at the end of the day, complete paperwork at the end of the day.

**VOLUNTEER**

ENGLISH LEARNERS ADVISORY COMMITTEE PRESIDENT, OXNARD SCHOOL DISTRICT. *09/2010 – 06/2014*

Lead the meetings, prepare the agenda, prepare the meeting report, invite guests to share information at the meeting.

OFFICE ASSISTANT. MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

*2014*

Support indigenous migrants with translation (English to Spanish), and with documentation from government agencies.

UNIFORM AND WILLIAMS COMPLAINT AGAINST OXNARD SCHOOL DISTRICT

*2010 – 2012.*

Complaint due to the incorrect procedures followed by the district when holding School Site council Meeting and lack of complying with facilities availability during school hours. The state determined that the district should go over three years of supervision.

**EDUCATION**

*DEGREE ANTICIPATED BY DECEMBER 2020*

B.S. CIVIL ENGINEERING, CALIFORNIA STATE UNIVERSITY OF NORTHRIDGE

Minor in Construction Management. GPA 3.23

*MAY 2017*

AA GENERAL STUDIES. LIBERAL STUDIES/TEACHING. VENTURA COLLEGE

High Honors. Dean’s List 2015, 2016 and 2017. MESA and SHAPE member.

*MAY 2017*

CERTIFICATE OF ACHIEVEMENT IN ENGINEERING. VENTURA COLLEGE

High Honors. Dean’s List 2015, 2016 and 2017. MESA and SHAPE member.

*MAY 2016*

AA GENERAL STUDIES IN NATURAL SCIENCE/MATHEMATICS. VENTURA COLLEGE

High Honors. Dean’s List 2015, 2016 and 2017. MESA and SHAPE member.

**CERTIFICATIONS**

OSHA 30 CERTIFIED – MARCH 21,2019

**SKILLS**

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| --- | --- |
| * Utilize windows-based PCs with various software. Microsoft office. Focus manager operations.
* Analytic, research skills
 | * Organized and detail oriented
* Bilingual: English and Spanish
* AUTO CAD, RAM,RSMeans
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