3415 Chestnut St.

Oakland, CA, 94608

(510)485-8540

metwestastridmejia@gmail.com

***Astrid Mejia-Rodriguez:***

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| --- | --- | --- |
| Objective |  | To be given the opportunity to work in an atmosphere that allows me to learn and help my community. |
| Skills & Abilities |  | Loyal, punctual, bilingual, writing skills, knowledge of Microsoft Office programs (Word, Excel, PowerPoint), basic computer knowledge |
| Experience |  | INTERN, STREET STYLE/DREAM SEAM SCHOOL OF FASHION: 2010-2011 [Fashion program, assisted program director with class activities, set up exhibitions and photo shoots, created lessons and curriculums]* **INTERN, CENTRAL AMERICAN REFUGEE COMITTEE (EASTBAY CRECE): 2011-2012**

[Grassroots organization to help the Latino community of Oakland. Assisted with phone calls, translated documents from English to Spanish, and helped serve food.]* **INTERN, MEDIA ENTERPRISE ALLIANCE (MEA): 2012-2013**

[Organization aiming to train youth in media education, workforce and leadership. Assisted in writing grants/grant research, participated in planning meetings, coordinated a fundraising event]* **INTERN, KDOL: 2012-2013**

[Youth program at MEA training youth in journalism and media. Assisted in filming videos, editing pictures and story research.]* **INTERN, CHAPTER 510: 2013**

[Literacy program. Assisted students in writing, preparation for presentations and homework/class work. |
| Education |  | SKYLINE HIGH SCHOOL: 2009-2010**METWEST HIGH SCHOOL: 2010-2013**At MetWest High School, through a senior thesis project I created I got over 20 NetBooks for the school. |
| References |  |  JANET HELLER, GRANT-WRITER/CHAPTER 510Number: (510) 326-4231 E-mail: janet@chapter510.orgOther references available upon request. |