

Aolani Coello

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Goal

- ♦ Obtain a position as Office Assistant in the Human Resources Department at Professional Business Associates.

Education

- ♦ Gladys Porter High School Brownsville, Texas Expected Graduation Date: June 2014
- ♦ Faulk Middle School Brownsville, Texas Completion Date: June 2010
- ♦ Cromack Elementary School Brownsville, Texas Completion Date: June 2007

Experience

Gladys Porter High School, August 2010 - 2012

- ♦ Mail Room Assistant
 - Receive, sort, and deliver the mail to teachers around the campus and supervise and train on the job.

San Paulo Church, August 2007-2012

- ♦ Cook
 - Assist in the kitchen as cook to prepare meals during special occasions at the church.

Skills

- ♦ Computer Literate: basic office applications and internet browsing and email.
- ♦ Bilingual: English and Spanish.
- ♦ People and communication skills.

Activities

- ♦ Bowling
 - Silver & Gold Medal recipient in Special Olympics
- ♦ Track
 - Silver & Gold Medal recipient
- ♦ Swimming

Achievements

- ♦ "A" Honor Roll
- ♦ Perfect Attendance
- ♦ Science Fair 1st Place