**Melanie Pena**

(818)492-6358 \* melaniepena212@gmail.com

EDUCATION

**Lindsay High School, Lindsay, CA**

June 09, 2017|10th grade - High school diploma

* Senior G.P.A: 3.36
* Honors/Awards: Perfect Attendance, Honor Roll

**San Fernando High School, Pacoima, CA.**

August 11, 2017 – June 05, 2015|9th Grade

* Honors/Awards: Perfect Attendance, Honor Roll
* Programs: Project Grad LA, Puente Program

WORK EXPERIENCE

China’s Alley | Lindsay, CA

May 23rd, 2016 to June 27, 2016| Intern

* Welcomed customers
* Took orders
* Served appetizers
* Provided quality customer service

SKILLS/KNOWLEDGE

* Bilingual: Spanish and English
* CPR Certified, 2016-present
* Basic knowledge of resident care
* Motivated and Responsible
* Basic knowledge in Food service and Hospitality

**EXTRACURRICULAR ACTIVITIES**

* Future Business Leader of America, Lindsay High School, Lindsay, CA, 2016-Present
* Spanish Honors Society, Lindsay High School, Lindsay, CA, 2016-Present
* Key club, Lindsay High School, Lindsay, CA, 2016-Present
* Adventure club, Lindsay High School, Lindsay, CA, 2016-Present
* Drama club, Lindsay High School, Lindsay, CA, 2016-Present
* Book club, Lindsay High School, Lindsay, CA, 2016-Present
* Class club of 2017, Lindsay High School, Lindsay, CA, 2015-Present
* NATAP, Lindsay High School, Lindsay, CA, 2016-Present
* Project Grad Los Angeles, San Fernando High School, Pacoima, CA, 2011-2015.
* Puente Program, San Fernando High School, Pacoima, CA, 2014-2015
* Class Club of 2017, San Fernando High School, Pacoima, CA, 2014-2015

**REFERENCES**

* **Steve Holdridge:** Lindsay High School CNA Learning Facilitator, (559)936-9910 (Personal)