

# ISABEL SALDIVAR

## Student

### OBJECTIVE

Motivated and detail-oriented professional with experience in customer service, event coordination, and administrative support, seeking to leverage my skills in a dynamic role that fosters personal growth and contributes to organizational success. Looking forward to bringing my strong work ethic, communication skills, and team-oriented mindset to Bakersfield College.

### EDUCATION

#### **Bakersfield College, CA**

AA-Political Science  
2022-Present

#### **Liberty High School, CA**

High School Diploma  
2018-2022

### CONTACT

Bakersfield, CA  
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### EXPERIENCE

#### **Spirit Assistant, Bakersfield College**

July 2024-Present

As a Spirit Assistant, I managed front desk responsibilities, assisting students and visitors while providing support for the office. I helped run campus events, contributed to the student pantry by ensuring efficient operations, and handled various miscellaneous tasks to support the office's daily functions. My role required strong organizational and interpersonal skills to effectively meet the needs of both students and staff.

#### **Director of Student Activities, Bakersfield College**

April 2023-May 2024

As the Director of Student Activities, I led the planning and execution of a wide range of campus events and programs aimed at enhancing student engagement and community involvement. I managed budgets, coordinated with student organizations, and collaborated with faculty and staff to ensure successful event implementation. I also developed leadership opportunities for students, promoted campus inclusivity, and contributed to the overall improvement of student life.

#### **Team Member, Sequoia Sandwich Co.**

July 2022-April 2023

As a team member at Sequoia Sandwich Co., I delivered excellent customer service by taking orders, processing transactions, and ensuring customer satisfaction. I prepared sandwiches and other menu items according to company standards, maintaining a clean and organized workspace. I worked collaboratively with colleagues to ensure efficient service during peak hours and consistently upheld health and safety guidelines to provide a quality dining experience.

#### **Crew Member, McDonalds**

August 2020-April 2021

As a Crew Member, I provided exceptional customer service by accurately taking orders, handling payments, and addressing guest concerns. I prepared and served food in compliance with safety and quality standards, while maintaining a clean and organized workspace. I worked closely with team members to ensure smooth operations during busy periods, contributing to an overall positive guest experience.