

Karen Munoz

5408 Sugar Pine Dr.
Bakersfield CA, 93313
(310) 951 4415
karen.munoz323@gmail.com

EXPERIENCE

Shakas Auto Body, Van Nuys CA — Receptionist/Secretary

April 2020- September 2020

Customer care- answered phone calls, provided quotes in English and Spanish

Organization- kept schedules for workers and organized online and in-person appointments

Created and filed estimates of customers

Maintained a clean office environment

- mopped my area,
- sorted files and dusted my desk,
- wiped down file cabinets and any office furniture
- Cleaned and sanitized customer restroom area

KCSOS , Bakersfield, CA — STEAM Camp Leader/Mentor

October 2023- current job

Mentor: prepare STEAM related activities for students

- Learn new aspects of STEAM in every lesson
- Prepare a lesson to keep them engaged
- Practice manners and communication skills with the students

Organization: divide students into groups for different rotations/lessons

- Communicate with coworkers to split the students up and create the time schedule
- Flexible to be able to switch from groups/rotations
- Clean up once students leave and organize materials back for the CALM staff.

EDUCATION

South High School, Bakersfield CA — High School Diploma

August 2018 - June 2022

Took classes that allowed me to gain skills:

- Multitasking
- Organization skills
- Problem solving skills
- Teamwork skills
- Communicating skills
- Independent worker
- Computer skills

-National Honor Society- President
-CSUB TRiO Program
-EAOP Program

SKILLS

- Organization
- Time management
- Adaptability
- Advanced communication skills
- Great attitude
- Expert in technology
- Patience

LANGUAGES

Fluent English

Fluent Spanish

- graduated with a 4.0 gpa
- Tennis Team
- ASB
- MS³ Program
- Honor and AP classes
- National Spanish Honor Society
- Kern Foundation Scholarship

Bakersfield College, Bakersfield CA — *current third year*

August 2022 - June 2025 (expected graduation)

Transfer in 2025- Bachelors of Science in Biology

- above a 3.0 gpa
- full-time student
- enrolled in 15 units
- EOPS student
- Pre-Med Club student
- MESA student

KGI PA Summer Success Program

3 day online program

- shadowing different Physician Assistants

Volunteer/ Community Service

Bring Back the Kern — *River Cleanup*

Gathered with different schools and picked up trash from the Kern River for 6 hours

- participated twice as leader for NHS in high school
- convinced students to make our community a better place

Box for Shelters — *made essentials kits for those in need*

Spent hours making kits with toothbrushes, food, blankets, socks etc. for those in need and went out to shelters

Banquet Server — *provided service to thank firefighters for their work*

Volunteered as a student to work as a server at a banquet for firefighters

- picked up dishes, washed dishes and silverware, served food, and maintained a great attitude towards them to show gratitude