

Manuel Baca
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OBJECTIVE:

I hope to obtain a summer position where I can use and enhance all of my acquired skills and experience.

EDUCATION:

Robertson High School; Las Vegas, NM. Expected Date of Graduation: May 2005
Dates of Attendance: 2001-2004 Cumulative GPA: 3.92

WORK EXPERIENCE:

Comfort Inn of Las Vegas; 2500 N. Grand Avenue; Las Vegas, NM.
August 2003-present.

- *Position Held:* Front Desk Clerk.
- *Duties/Skills:* Responsible for guest relations during daily check in and check out periods. Other miscellaneous duties as regulated by management. Use of Microsoft Word and Microsoft Excel. Typing: 40 wpm.

City of Las Vegas, Recreation Department; 1751 North Grand Avenue; Las Vegas, NM.
January 2001-present.

- *Positions Held:* Volunteer Scorekeeper.
- *Duties/Skills:* Responsible for scoring of City League softball, YAFL, and YABL games. Also responsible for supervision of facility, monitoring of spectators and athletes, and general management during events.

NM MESA; Mortimer Hall, Room 133, New Mexico Highlands University; Las Vegas, NM.
Summer 2003.

- *Position Held:* Northern Regional Intern.
- *Duties/Skills:* Responsible for miscellaneous office duties in the Northern Regional office. Knowledge of office computer systems, machinery, and NM MESA statewide database.

Operation Outreach; 1212 Mills Avenue; Las Vegas, NM.
August 2001-May 2003.

- *Position Held:* Volunteer Tutor.
- *Duties/Skills:* Responsible for tutoring of 4th and 5th grade students in Math and Science.

ORGANIZATIONS, ACHIEVEMENTS, AND CERTIFICATIONS:

- *American Red Cross Lifesaving & First Aid*: Valid until December 2005.
- *Student Council*: 2003-present.
- *Honor Roll*: 2001-present.
- *Robertson High School Varsity Football Team*: 2003-present.
- *NM MESA*: 1998-present.
 - President: 2003. Organized junior field trip to UNM. Responsible for accommodations, food, and transportation.

REFERENCES:

Excellent references available upon request.