



Christopher Paredes

Employment Experience

The University Corporation at Monterey Bay Seaside, CA

Front Desk Student Assistant - TRIO SSS Programs

September 2022 - Present

- Handled front desk coverage and customer service for over 1,200 students
- Served as the primary point of contact for students, staff, and visitors
- Led students to their peer mentors/advisor for one-on-one meetings
- Translated presentation slides from English to Spanish in order to ensure that Hispanic participants were informed of the topic at hand
- Aided in answering phones, responding to questions about College Support Programs (CSP), which included 6 different programs
- Filed documents and other clerical programs assistance as needed
- Worked closely with professional and student staff to support activities and programming

Contact

Phone

Email

LinkedIn

<https://tinyurl.com/CParedes>

Education

California State University, Monterey Bay

GPA 3.561 - Cum Laude

Bachelor of Arts

Spanish Language & Hispanic Cultures

Minor

Computer Science

Expertise

- C++
- Python
- Zoom
- Microsoft Suite
- Google Suite

Language(s)

English

Spanish

Awards

Deans List - GPA 3.5 - 3.74

Spring 2021

Fall 2021

Spring 2022

Relevant Coursework

Introduction to Translation: Spanish/English, *SPAN 315*, Spring 2022

- Locating the correct phrase for translation
- Understand how to do basic Translation
- Watch and reciprocate how to translate as a professional

Certification/Trainings

CSUMB Personal Growth & Counseling Center 2023-2026

QPR - Question. Persuade. Refer.

National Council for Mental Wellbeing 2023-2026

Adult - Mental Health First Aid USA

Hazard Communication 10/14/2022

An Employee's Right to Understand 2.0 - Cal/OSHA

CSU's Discrimination, Harassment & Retaliation Prevention 10/06/2022

Program for Non-Supervisors

CSUMB-Return to Campus Health and Safety Training 09/28/2022

Safety in the Workplace During COVID-19 09/28/2022