

# Lauren Quezada

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## OBJECTIVE

To obtain a job under The Office of Residential & Commuter Life to become a desk aid at Longwood University.

## EDUCATION

Fall 2013- June 2017

Mathews High School, Mathews, VA

- Advanced Diploma Acquired June 2017

Fall 2015- June 2017

Rappahannock Community College, Saluda, VA

- Associates for Art & Sciences Aquired June 2017

Fall 2017- present

Longwood University, Farmville, VA

- Undergraduate Diploma Expected June 2021
- Cormier Honor's College
- 91 credits expected by June 2018

## EXPERIENCE

Spring 2014-Fall 2016

Christine & Bill Burry

*House Maid*

- House & Yard Keep

Summer 2016- Jul 2017

Island Stop Market, Port Haywood, VA

*Cashier*

- Customer service
- Collect and handle money
- Perform cleaning duties
- Help close store

Dec 2017- Jan 2018

Glen Allen Dentistry, Henrico, VA

*Desk Aide*

- Customer service
- Schedule Appointments
- Contact Organizations/  
Businesses
- HIPPA Certified

## HONORS

2016-2017

Student of the Month

Student of the Year

## ACTIVITIES

Fall 2015- Spring 2017

FIRST Robotics; Chik Fil A Leadership Academy; Fund-raiser for Laurel Shelter; Friends of Mathews Library Website;

## SKILLS

Adobe Creative Cloud products; HTML & CSS; Microsoft Office; Prezi; Google Apps;

## REFERENCES

Available upon request