

Andie Lee Gonzalez

PRESENT:

814 Cherry Lane Apt L
East Lansing, MI 48823
(517) 353-8187
(Apartment)

PERMANENT:

Rt 7 Box 293 -L
Mission, TX 78572
(956) 844-2960
(Cell)

OBJECTIVE:

To obtain a position related to Dietetics or Health Promotion, where I can utilize my communication skills, leadership and my experience as a customer care representative.

EDUCATION:

Graduate of La Joya High School, La Joya, TX 2002
Will graduate with a B.A. in Dietetics, Specialization in Health Promotion from Michigan State University, May 2007

WORK EXPERIENCE:

August 2002-Present, Office of Supportive Services, MSU, East Lansing, MI 48823
Tutoring Coordinator Assistant

- Assist with creation of tutoring manuals and tutor sign up.
- Facilitate Tutor Sign Up for incoming College Assistant Admissions Program Students.
- Assist director in scheduling meetings and organizing Tutor Sign up Agreement Forms and Tutor daily logins.

June 18- August 10, 2006, Project Puente, Traverse City, MI 48823
Student Intern

- Participated in all training activities and staff meetings.
- Supervised and assured compliance of behavioral contract amongst Migrants in that area.
- Collected data and surveys in different Migrant Camps.
- Facilitated designated activities, and workshops.

May 31- June 10 2006, Pioneer Student Leadership Academy, Louisville, KY 40202
PSLA Scholar

- Participated in workshops dealing with Public Speaking, Networking, Entrepreneurships and tools that will aid me in the workforce.
- Planned and executed a final project over looked by different entrepreneurs.
- Created a web-cast that explains and defines the workshops at the academy.
- www.pioneersineducation.com

May 2002 & 2004, McAllen International Employment Services, Dharr TX 78577
Temporary Receptionist

- Responsible to accurately organize, file and inputting data.
- Filled-in for receptionist over the summer.

- *Demonstrated commitment to excellent Customer Service.*

*May 2004-June 2006, Office of Supportive Services, MSU, East Lansing, MI 48823
Student Associate*

- *Assist students with computer appointment process.*
- *Provide referral services to student.*
- *Maintain tutorial database in Microsoft Works.*
- *Diligently worked with College Assistant Admissions Program Advisors in student appointments.*

HONORS/AWARDS:

- *College Assistant Migrant Program Recipient (Fall 2002)*
- *Alternative Spring Break Scholarship, Queretaro Mx (Spring 2003)*
- *Miss Penitas, Texas Belleza Latina Pageant, McAllen Civic Center, McAllen Tx, (Fall 2005)*
- *Alternative Spring Break Site Leader, Merida Mx. (Spring 2006)*
- *Miss Michigan Belleza Latina (2005-2006)*

ACTIVITIES:

- *Culturas De Las Razas Unidas, Member (Fall 2002-Present)*
- *Culturas De Las Razas Unidas, Secretary (Fall 2005-Spring 2005)*
- *National Association for Chicano/a Studies, Member (Fall 2003-2004)*
- *College Assistant Migrant Program Conference Committee, Member (Fall 2002)*
- *Canterbury Church, Member (Fall 2002-present)*
- *Michigan State University MEXA, Member (Fall 2002-2005)*
- *Project Puente Intern- Summer 2006*

COMPUTER SKILLS:

Microsoft Office 2000- Excel, Word, Power Point

REFERENCES: *Available upon request.*

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