

Adelia Hornick

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Education:

Bachelor in Arts in Japanese Language and Culture Expected Graduation Fall 2017
California State University Monterey Bay, Seaside, CA

Associates in Arts: General Studies Expected Graduation Spring 2017
Emphasis: Social Science Expected Graduation Spring 2017
Communication and Analytical Thinking
Monterey Peninsula College, Monterey, CA.

Language: Native Portuguese, Intermediate high Japanese, English, basic Spanish

- Proficient in Portuguese
- Basic skills in reading, writing, speaking in English and Japanese

Volunteer Experience:

Volunteer
Community Partnership for Youth 9/3/2016 – present

- Completing 30 + hours for Service Learning Course at CSUMB
- Teach Japanese culture and language to 1st to 5th grade students

Marina City July/2010 – August/2016
Volunteer

- Assisted with the organization of activity for seniors including bingo day
- Helped set up and tear down equipment for activities

Amigos de Guatemala June/2008 /January 2006, 2007, 2008, 2009
Volunteer

- Assisted with building school facilities
- Helped dental work with assisting with instruments and lights
- Collaborated with the installation of first internet network (interpreter)

Marina Rotary Club 2005 – present
Volunteer

- Volunteered for community's event such as senior's Christmas dinner, Halloween party, Fund raiser events
- Assisted with transporting donation to outside locations in Marina

Employment Experience:

Rand Financial
Clerk April/2003-May/2006

- Prepared and filed client's documents
- Answered telephone and transferred to appropriate personal
- Prepared teacher's retirement paperwork in a timely manner

Multigemas Ltda. June/1996 – June 2003
Manager

- Traveled to Japan and Hong Kong for gemstones 'expositions
- Controlled sales and inventory
- Interacted with clients and informed them about products to increase sales