

ANDREA LOPEZ

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EDUCATION

West High School
Class of 2014

Bakersfield College

- Major: Physics (Astrophysics)
- Co-Founder of Electrical Engineering Club, V.P of W.I.SE
- Depart Award of Physical Sciences, MESA Student & EOP

SKILLS & ABILITIES

Bilingual

- Awarded State Seal of Bi-literacy for English/Spanish

Computer

- Proficient in using tools such as Microsoft word, excel, and PowerPoint.
- Programming languages: python and java. Minor knowledge with C++ robot programming

Communication

- Publication of monthly newsletter to over 60 subscribers
- Create and implement monthly agenda for Kern Astro, organize meeting dates and location

EXPERIENCE

Business Administration Assistant / Co-Owner

May 2013 -
Present

Janitorial Cleaning Service Lopez (JCS)

- Responsible of managing payroll, invoices, and proposals.
- Supervise work place and ensure quality service
- Execute decisions on behalf of company

Supplemental Instructor

January 2015
– Present

Bakersfield College

- Provide students with academic assistance such as involving group discussion of course concepts with an emphasis on study skills and learning strategies

Scribe

January 2017
– Present

Bakersfield College/DSPS

- help allows a student with a disability to both communicate and participate in the classroom setting

President Kern Astronomical Society

January 2016
– Present

Kern County, Ca

- Organize all club meeting dates and location, and implement agenda
- Attend and organize public outreach events, and publicize events
- Newsletter editor; create and distribute newsletter