

Yalondra M. Valderrama-Santana

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EDUCATION

- Bachelor of Arts in Political Science December 2015
Texas A&M University - College Station, TX
Major in Political Science
Minor in History
- Associate of Science in Biology August 2014
Central Texas College - Killeen, TX
Major in Biology
Minor in Criminal Justice
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WORK EXPERIENCE

CRISIS INTERVENTION CONSULTANT

- Families in Crisis Inc. February 2016 - Present
- Help domestic violence and sexual assault victims to file reports, provide the with shelter, protection, and other.
 - Help clients to adjust to their new life style.
 - File out the new clients information and all paperwork need.
 - Give away any items that clients may need, such as towels, hygiene items, bed sets, food, medicine, and others.
 - Take all types of calls and direct them to the right organization or help them with anything I could.
 - Receive new clients and exit old clients.
 - File legal documents and direct them to the right department.
 - Take statements from the clients.

SALES ASSOCIATE

- Toys R Us October 2015 - January 2016
- Provide good and efficient customers service
 - Cashing customers out
 - Offering the customers the opportunity to get a Toys R Us credit card and Rewards card
 - Making sure the store is clean and presentable for the customers.
 - Doing returns, exchanges and refunds to customers.
 - Fixing and organizing shelves at the end of business day.
 - Organize and coordinate work schedule.

AGGIE MENTOR

- Texas A&M University Work Study Program- Bryan High School Mentor Program February 2015 - December 2015
- Consulting high school students about college, work, grade, financial aid, etc.
 - Help students with college applications and scholarships.
 - Inform students' parents about the many opportunities their children have available.
 - Making copies, faxing and answering the telephone.
 - Organizing and coordinating special events for students.
 - Helping students registering for texts like the SAT, ACT, IST, etc.

SALES ASSOCIATE

- Toys R Us November 2014 - January 2015
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BOOKSELLER

- Text Book Galore Bookstore (non paying job) January 2013 - August 2014
- Provide a good and efficient customers service

- In charger of book in shelves and off shelves inventory.
- Ordering and buying books for the store.
- Buying materials for the store.
- Packing and mailing books.
- Preparing and filing book rental documents.
- Keep track of sales and rentals.
- Cleaning and maintaining the store organize.
- Opening and closing of the store.

INSTRUCTOR

Shotokan Karate Dojo and After School Program

July 2012 - December 2012

- Instructor of karate classes from ages 5 to 8.
- Maintaining the store clean and organize
- Filing and preparing enrollment documents
- Ordering karate equipment.
- Receiving payments from parents and students.
- Serve snacks to after school program children.
- Helping with homework and tutoring for the after school program kids.

VOLUNTEER AND OTHER EXPERIENCE

The Rotary Club of Killeen TX	2015 - Present
<ul style="list-style-type: none"> • <i>Help organizing fundraising for the less fortunate.</i> • <i>Creating an environment of networking.</i> • <i>Help collecting money for the different organization that the Rotary Club sponsors.</i> 	
St. Joseph Catholic Church	2015 - Present
<ul style="list-style-type: none"> • <i>Help with fundraising and food banks.</i> • <i>Helping with kids during kid story time.</i> 	
TAMU Study Abroad - European Academy 2015	2015
<ul style="list-style-type: none"> • <i>Went to study European culture and the European Union relationship with United States.</i> • <i>International relationship affairs.</i> • <i>Spent 2 month traveling through Europe; Germany, Poland, Belgium, and France.</i> 	
Tutoring Program	2013 - 2016
<ul style="list-style-type: none"> • <i>Help high school students, and freshmen and sophomore college student with understanding school material.</i> 	
Killeen Animal Shelter	2012 - 2013
<ul style="list-style-type: none"> • <i>Dog walker volunteer.</i> 	
Texas Marine Mammal Stranding Network, Corpus Christi region	2011 - Present
<ul style="list-style-type: none"> • <i>Help marine mammals that end of the beaches hurt or in need of assistance.</i> • <i>We provide health care to those marine mammals in need of it and take care of them until they could return to the wild.</i> 	
Girls Scout	2011 - 2013
<ul style="list-style-type: none"> • <i>Member since I was 5 years old until turning 18 years old</i> • <i>After 18 years old, become a volunteer to help new girls in their Girls Scout leadership path.</i> 	