



Paula de la Hoz Méndez

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LANGUAGES

10 / 10

Spanish

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English

EDUCATION

High School Diploma
The Woodstock Academy
2022

Bachelor's Degree on Computer Science
Universidad Francisco de Vitoria
Expected in 2026

SKILLS

- Flexible and adaptable
- Teamwork and collaboration
- Energetic and enthusiastic
- Computer Skills (Microsoft and MacOS)

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time managing and problem-solving skills.

PROFESSIONAL EXPERIENCE

Covenant Soup Kitchen - Volunteer

Willimantic, Connecticut – March, 2022

- Maintained clean, neat and operational facilities to serve program needs.
- Coordinated food, clothing and household items for disadvantaged individuals and families.
- Prepared snacks and meals for program participants.
- Assembled takeout bags to distribute to local homeless population.
- Packed up nonperishable food items for food banks visitors.

Babysitter

Woodstock, Connecticut – 2019 -2022

- Communicated positively with children and guardians.
- Played games, worked on puzzles, and read books.
- Organized and cleaned home after activities by picking up toys and straightening up playroom and living room.
- Prepared age-appropriate snacks and meals.
- Bathed, dressed, and helped with teeth brushing as part of bedtime preparation