

Marco Guajardo

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SKILLS

- Work diligently to accomplish tasks prior to deadline
- Display exceptional communication skills with ability to help others
- Fluent in spoken and written Spanish

EDUCATION

University of Houston-Downtown

January 2019- Current

- Bachelors in Geotechnology
- GPA: **3.42**

Houston Community College, Houston, TX

January 2017–December 2018

- Associates of Applied Science

TRAINING

Genesys Works

June 2013-August 2014

- Developed professional speaking skills to communicate with people more effectively
- Training in AutoCAD to acquire certification in engineering drafting
- Broke through comfort zone to better interact with others to prepare for corporate environment

WORK EXPERIENCE

Panda Express, Houston, TX

August 2015-Current

Head Cook

- Cook most of the food for the customers to insure they have a positive experience
- Cleaning the store to make it look presentable and maintaining it clean
- Gained skills from talking to customers to learning how the store is managed

Brochsteins, Houston, TX

August 2013-August 2014

Intern

- Engineering intern for millwork company
- Developing programs for shop to run to develop given projects for customers
- Helped pass out work through the shops

Activities

UHD Geosociety

August 2019 – Current

Treasure

- Managed funds and ensured we had funds for events involving members.

UHD American Association of Petroleum Geologists

Member

- Engaged in activities, such as setting up meetings and attending them.