



Education:

The Art Institute of
California-San Francisco
San Francisco, California
June 2011

Skills:

- Fluent in Spanish
- Proficient in Adobe Creative Suite and Microsoft Office.
- Adept with Mac and PC platforms.
- Comfortable in high paced work environments.
- Detail Oriented.
- Self Starter.

Maria Zelaya

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Mountain View,CA, 94043

Experience:

Bank of America
Mountain View,CA
Sales and Service Specialist
May 2006-December 2007

- Met and exceeded daily sales goals.
- Trained and managed tellers.
- Managed nightly vault balancing.
- Maintained and balanced ATM.
- Coordinated monthly schedules for tellers.

Aaron Brothers
Sunnyvale,CA
September 2005-May 2006

- Assistant Manager
- Managed associates and development of team work.
 - Oversaw floor set-up.
 - Met and exceeded daily sales of custom framing orders.
 - Opening and closing procedures.

Stanford Linear Accelerator Center
Palo Alto,CA
Summer of 2004

- Assistant to the Administrative Assistant
- Assisted in organizing personnel files for the Mechanical Design Department.
 - Performed clerical duties including answering phones, typing, filing and scanning paperwork.

Volunteer:

Talent Relations Comic-Con International
San Francisco,CA
2009-2011

- Talent Relation Volunteer
- Escorted talent to designated press conferences and media panels.
 - Set up area according to talents request and specifications.
 - Attended to high profile talents needs.