

SOFIA VIQUEZ-AGUILAR

9020 HICKAM AVE. NV 89129

702-592-3911

WORKPLACE SKILLS

Negotiate Creativity Efficient

Integrity

Leadership

Problem-Solving

WORK EXPERIENCE & VOLUNTEER WORK

Volunteering (Kids ministry) 01/2020-10/2024 Grace City, Las Vegas,
Nevada

- Lesson planning: aiding in preparing age-appropriate lessons and activities that teach biblical concepts.
- Classroom Management: Supervise and engage with children during lessons, ensuring a safe and welcoming environment
- Team Collaboration: Work closely with other volunteers and leaders to plan and execute ministry events.

Receptionist. 02/2024 - 10/2024. CleanTek Flooring Care,
Las Vegas, Nevada

- Handle incoming calls, address inquiries about flooring services, and schedule appointments for consultations or estimates.
- Communicate with flooring technicians to ensure timely service delivery and address any issues
- Help track inventory levels of flooring samples and supplies, notifying management when reordering is necessary.

EDUCATION

Somerset Sky Pointe High-school, Las Vegas, NV	Expected Graduation 06/02/2025
NevadaState High School, Las Vegas, NV Dual Credit, 12 College Credits Earned	
College of Southern Nevada, Las Vegas, NV	Expected Graduation 06/10/2025
CURRICULUM HIGHLIGHTS	
University of Reno Nevada, Reno, NV <i>Current student</i>	Expected graduation 03/12/2029

- Composition 1
- Composition 2
- Introduction to American Politics
- Fundamental of college math
- Spanish 111
- Introduction to Business 101
- Fundamentals of Economics

ACHIEVEMENTS & EXTRACURRICULAR ACTIVITIES

Placed Gold in National Spanish Exam	Spanish Honor Society, Student Council
WorkKeys, Silver + bilingual in Spanish	Varsity cheer for three years

REFERENCES

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- 1: Mayra Rodriguez, Pastor, Pastoramayra@gracecty.com
2: Jesus Lopez, Project Manager, Jesusl@cleanteklv.com
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3. Marbella Martinez, Office Manager, marbella@cleanteklv.com