



Maria J.P. Benasa

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EDUCATION

Azusa Pacific University
Global Studies

SKILLS

Typing: 100+ wpm
Windows/Mac OS, Adobe
Photoshop, HTML, SketchUp
Microsoft Office: Word, Excel,
Access, PowerPoint, Outlook
Prezi
AutoCAD Architecture and MEP
2009/2010

English, Filipino, French,
Korean, Spanish, Haitian Creole

VOLUNTEER

Habitat for Humanity
Lynwood, CA
Bernard Field Station
Claremont, CA
Refugio de Amor
Mexicali, Mexico
Midnight Mission
Los Angeles, CA
Rose Bowl Parade
Pasadena, CA
National City Public Library
National City, CA
Los Angeles Public Library
Los Angeles, CA

EXPERIENCE

Construction Accounting Associate, Forever 21 Retail Inc.
Los Angeles CA - March 2016 - present

- manages AR/AP billings for Construction/Maintenance departments
- collects Tenant Allowances per Lease Agreements

Barista/Server, Pho Saigon Pearl

Los Angeles CA - on call

- manages barista station, to go station, and server's station

Barista, Atticus Creamery & Pies

Los Angeles CA — September 2015 - December 2016

- cashier, server, makes drinks, customer service, floor recovery, kitchen, manage store inventory, online and phone orders (e.g. Eat 24, Grubhub, Postmates, Jolt)

English Teacher, LCC International University

Klaipeda, Lithuania — June 2015

- taught 5 groups of 10 to 12 kids for Kid's Camp
- taught 4 groups of 10 to 12 teenagers for Teen's Camp

International Intern, Global Learning Term, Azusa Pacific University

Gonaives, Haiti — July 2014 - November 2014

- Agroforestry, Microfinance, ESL Training at Smallholder Farmers Alliance
- Earthbag Housing at Haiti Christian Development

Intern to Patti Stouter, Build Simple Inc.

Albuquerque, New Mexico — July 2014

- created earthbag "superadobe" for a sitting wall, fence wall
- created straw/foam wattle, sewn wattles together and to rebar

Student Lab Tech, Info Media Tech Support, Azusa Pacific University

Azusa, CA — January 2012 - May 2013

- used Reznit, Citrix, Cisco
- helped students with printing issues

Student Intern, Strategic Action for Just Economy

Los Angeles, CA — September 2013 - December 2013

- assisted in tenant clinics in Figueroa Corridor

Tutor, Mongolian School of Los Angeles

Los Angeles, CA— April 2010 - March 2011

- taught Math, English, and chess to American Mongolian kids

CAD intern, E7 Architecture Studio

Los Angeles, CA— June 2010 - July 2011

- created Architectural BIM using AutoCAD Architecture 2009 & Mechanical BIM of Los Angeles Mission College using MEP 2010
- created area occupancy plan, room areas, enlarged plans of LACCD campuses using AutoCAD Architecture 2009 and Omniclass Transferred Space and Area properties to GIS

Sales Associate/Cashier (Gap, Barnes and Noble, Forever 21, LACC Books N More)

Los Angeles, CA— June 2006 - August 2012

- front cashier, customer service, store recovery
- facilitated "go backs" in a fast paced environment
- managed online orders