

# JERICO MARCELINO

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**Objective:** To obtain a challenging position, gain work experience and utilize my skills and abilities while multitasking.

**Education:** Franklin High School, Elk Grove, California Graduating on May 2020/SJSU Business Managerial Information Systems (MIS) Major

## Volunteer Experience

### **Kaiser Permanente Cancer Program Events (2016-2019)**

- Assist with setting up the table booths for several cancer prevention and cancer screening events.
  - Colorectal Cancer Awareness, June 2016
  - Healthy Living with kids, May 2017
  - Cancer Survivors Day, June 2017 and October 2019
  - Giving back to the community free flu shots, November 2018
  - Native American Breast Cancer Awareness, October 2018 and October 2019
- Assist in handing out fliers/brochures to people at the California State Fair and Recreational park events.

### **Volunteer for Elk Grove Mayor Steve Ly (2017)**

- Assisted with delivering fliers and pamphlets in the neighborhood during his campaign

## Work Experience

### **Office Assistant/ AMJ Tax Services (2018-Present)**

- Responsible scheduling clients with the professional tax preparer.
- Make courtesy reminder calls to lists of clients. Data entry of client's W2 information into tax software system.
- Update the home base client list and process required documents for the tax preparer.
- Maintain confidentiality of all client's information.
- Prepare tax folders, client name labeling and ensure required documents are intact and secure in the folder.

### **Panda Express Cook + Dishwasher**

- Responsible for cooking the food on time.
- Washing dishes in a timely manner
- Cooperating with coworkers
- Maintaining a clean and sanitized work area

## Achievements/ Interests/ Activities

- Honor Roll achievement – Elementary and Middle School
- Technical analysis in option trading
- Tae-Kwon-Do Martial Arts- Black Belt 2<sup>nd</sup> Degree + certificate and leadership skills
- UFC Gym- boxing conditioning and fight team member
- Plants and gardening
- Willing to use spare time to help others
- SJSU boxing club