Imelda Osana

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Personal Profile

As a student obtaining my degree I am seeking employment that gives me flexibility and also an exciting environment while working. I am looking to obtain a strong network and a variety of skills while working towards an educational goal and maintaining a balance between both school and work as well as progress within jobs that are available.

-Education

San Jose State University

Bachelors of Fine Art, Concentration in Spatial Art

\* obtaining degree

Gavilan College

Associates of Art, Art - 2011

\*Vice President Alpha Gamma Sigma 2011-2012

\*Presidents list 2010-2012. Graduated with lifetime membership with Rho Alpha Mu Honor society

-Professional Experience

*2012 Independent Contractor/Freelance artist :io* http://imeldaosana.weebly.com

Art work based on public commission, community grants and personal interest. Work based on written contract or verbal agreement.

2012 Gavilan College ESL Department-Gilroy, CA

*Independent Contract:* Develop and create visual prompts to assist with entrance exams for college students using two dimensional drawings.

2011 Learning and Loving Center-Morgan Hill, CA

***Software Training Specialist***: Instructed and planned lessons using Microsoft Office. Focused on identifying notable features to compose documents, create slideshows and develop publications using layouts and templates.

**2011 Lizarrans Tapas Restaurant**

***Bartender:*** provided mixed beverages for customers during high volume night shifts and special events. Maintain inventory for bar and manage bar tabs. Other duties included basic bar ethics and job descriptions.

**2010 Redding First Church of the Nazarene-Redding, CA**

***Publicity Coordinator***: Acquired photos and information necessary to design, publish and manage monthly newsletters. Organized and collaborate with local communities in order to plan events. Other job responsibilities included basic office skills and operating office equipment.

**2005 Chips N Salsa**

***Bartender:*** provided mixed beverages for customers during high volume night shifts and special events. Maintain inventory for bar and manage bar tabs. Other duties included basic bar ethics and job descriptions.

**-Skills**

MAC/PC literate, Microsoft Office (Publisher, Word, PowerPoint), Adobe Photoshop, Quark Xpress