**Edward Sanchez**

edsanchez99@gmail.com

**Summary:** Smart, ambitious high school senior. Responsible and respectful, a quick learner with excellent time management skills. Highly motivated to take on and complete challenging tasks. Determined to attend college and major in Engineering.

**Education:**

Taylor High School- Taylor, Texas May 2017 GPA- 94.97

## Work Experience: Taylor High School August 2016 – May 2017 Front Office Assistant

Position requires me to answer and redirect calls; collect, sort, and prepare mail; greet people professionally and determine the nature of their visit; transmit information and/or documents to staff; and filing and maintaining records.

## Taylor Lube Center May 2015 – June 2017 Hood Technician

Perform preventative maintenance services including oil changes, transmission services, fuel filter services, radiator flushes, and tire rotations. Services include courtesies like vacuuming, checking tire pressure, and cleaning front windshield.

**Achievements:**

National Honor Society 2015-2017

Academic Achievement Award 2014-2017

2nd Team Academic All-State Football 2017

**Skills:**

Hard-working

Respectful

Honest

Ambitious

Fast Learner

Punctual

Polite

Trust-worthy

Well-mannered

Knowledge of automotive work

Responsible

Bilingual

Adept with technology