

Yandel Villa-Espino
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Education

Sparks High School Honors Diploma

June 2025

Relevant Experience

Engineering Study Hub – Front Desk Assistant

(August 2025 - Present)

- Manage the daily flow of the study hub, overseeing student check-ins, and keeping the space organized.
- Handle professional correspondence, including managing the study hub's email and routing information to students and faculty.
- Support management with daily operations, such as organizing mail, handling printing projects, and completing specialized errands to keep the study hub running smoothly.
- Solve guest and faculty issues on the spot, ensuring students have what they need and any front-desk problems and handle them quickly.

Five Star Premier Residences of Reno – Lead Server

(February 2024 - Present)

- Provide great dining service to elderly residents by taking orders, delivering meals, and ensuring a positive, respectful experience.
- Manage front-of-house operations including greeting guests, making reservations, seating walk-ins efficiently, and handling high-volume phone calls.
- Train and support new servers to help them learn their responsibilities and deliver high quality service from the start.

Student Leadership – Student Body President

(January 2022 - June 2025)

- Led the student leadership team in planning and organizing school-wide events, rallies, and fundraisers for local and national charities.
- Created content for Sparks High School's official social media page to promote events and increase student engagement.
- Designed and hand-painted posters and promotional materials to support school spirit and event awareness.
- Spoke confidently in front of the entire student body at assemblies and events.

Community Service

- Biggest Little Easter Egg Hunt, 4hrs (Court Appointed Special Advocates for Children).
- Raised over \$2,200 (Society for the Prevention of Cruelty to Animals of Northern Nevada).
- Raised over \$5,700 from 2023 to 2025 (Northern Nevada Children's Cancer Foundation)
- Comfort Kits, 5 hrs (Robert Mitchell Elementary School).
- Event Volunteer, 5 hrs (Marvin Picollo Elementary School).
- Blanket Drive, 12 hrs (Northern Nevada Children's Cancer Foundation).

Qualifications

- CPR Certified (American Red Cross, Expires May 2026).
- Bilingual: Speaks English and Spanish.
- Skilled in social media content creation and promotional design.
- Comfortable working with children, elderly individuals, and diverse communities.