



Summary

Reliable, hardworking, trustworthy, positive individual with strong work ethics. Works well individually, but values teamwork. Looking forward to putting all the knowledge and training from school into practice. Eager to expand her design skills, gather more experience, and techniques. A strong believer in life-long learning and hopes to one day mentor others.

Experienced with typography, publication design, marketing, advertising, package design, branding, and illustration.

Education

Art Institute of Washington—Dulles
Sterling, VA.
BFA Graphic & Web Design. *June 2015.*

Skills

Traditional

Graphite, Ink, book binding, packaging.

Digital

Adobe CC Suite,
Microsoft Office,
Siebel,
Oracle,
Wacom,
Apple,
Windows.

Language

English & Spanish

Achievements

Honor Roll, Dean's List,
Presidential Honor Roll
from Art Institute of
Washington—Dulles
campus.

Gallery Exhibit: Dimensions
Oct 2014. Art Institute of
Washington—Dulles.

References

Available upon request.

Work Experience

ADMINISTRATIVE ASSISTANT IN FINANCE, ACADEMIC DEPARTMENTS • 2013–2015

Art Institute of Washington—Dulles Scanned, assembled, and filed student paperwork. Maintained files updated and in order. Assisted with new student orientation, school store inventory. Designed post cards, posters, calendar designs, and honor roll posters.

ADMINISTRATIVE & LIBRARY ASSISTANT • Claremont Immersion School 2009–2012

Interpreter, Family Liaison. Helped teachers with class activities, and tutoring. Translated letters from the Principal into Spanish for school newsletters, updates, parent notifications. Maintained school records in order, and assisted with report card distribution. Summer school registration. Maintained order of book shelves, inventory, reports at the library. Made library cards for new students, and organized book clubs.

ADMINISTRATIVE ASSISTANT • Ekklesia USA Church 2007–2008

Scheduled appointments for Senior Pastor. Scheduled weekly meetings with church elders, managed and overlooked Pastor's schedules, trips, meetings, conferences, etc. Arranged travel for Pastors. Translate material from Spanish into English. Updated weekly newsletters, photocopied and arranged distribution of materials. Attended weekly office planning meetings. Registered attendants to church events. Reserved hotels, camp sites, and transportation for church activities.

SUB-CONTRACTOR/ADMINISTRATIVE ASSISTANT/NCC SUPERVISOR/NCC 1999–2007

REPRESENTATIVE • American Diabetes Association

Coordinated exhibit tour dates and shipping. Traveled nationwide to set-up and tear-down exhibits. Held signage & equipment inventories. Worked with annual budget reports, helped develop and launch *ADA World Exhibit* for all Diabetes Expo's. Market Research aid with survey building, entries, and analysis. Monitored call center reps, ran quality assurance evaluations. Maintained call flow reports. Maintained database up to date for staff to use. Mentored new reps in training. Answered phone calls made to 1-800 DIABETES answering and educating constituents about the disease. Processed mail, voice-mail, and email. Handled professional membership subscriptions, and donations.