

Abby Garcia

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EDUCATION

Global Citizenship Experience (GCE) Lab School , Chicago, IL	2019 - 2023
High School Diploma	
Illinois Institute of Technology , Chicago, IL	Anticipated May 2027
Professional Bachelor in Information Technology Management	
Minor in Finance	
Universidade Estadual de Campinas , São Paulo, Brazil	2020 - 2021
Pluralidades em Português Brasileiro Online Certificate	
Marwen Art School	2019 - 2023
Education in Arts	

PROFESSIONAL EXPERIENCES

Revolution Physical Therapy Weight Loss , Chicago, IL	December - January 2021
Office Assistant Intern	
<ul style="list-style-type: none">Organized and maintained office documentation ensuring timely disposal of documentsAided patients and therapists by providing necessary materials for the therapy sessionsAided with front desk operations and patient inquiries	
The Christian Century , Chicago, IL	December 2022 - January 2023
Editorial Team Intern	
<ul style="list-style-type: none">Collaborated with senior editors to produce the monthly journalProduced, edited, and published article on the National Immigrant Justice Center.	
Lumpen Radio , Chicago, IL	September- Present 2024
Yollocali Wattz Up! Show Intern	
<ul style="list-style-type: none">Collaboratively developed show ideas and seasonal themes for show emphasizing community outreachProduced and edited audio segments on Garageband adhering to project timelinesOperate and managed system audio board controls during live broadcasts	
Teach for America , Remote	October- Present 2024
Ignite Fellowship Mathematics Tutor	
<ul style="list-style-type: none">Provide material and logistical support to students from underfunded schoolsReview lesson content with students to reinforce understanding and academic progressMaintain clear communication with lead teacher to discuss the students progress	

VOLUNTEER EXPERIENCES

Exelon Summer Institute , Chicago, IL	May- August 2024
Communications Teaching Assistant	
<ul style="list-style-type: none">Developed lesson plan and assisted lectures for summer program focusing on the professional development of incoming freshman students	
GCE Lab School , Chicago, IL	2023
Spanish Teaching Assistant	
<ul style="list-style-type: none">During shortage of Spanish teachers executed lesson plans and provided support with homework and class assignments	
Working Bikes , Chicago, IL	2022
Volunteer Bike Mechanic	
<ul style="list-style-type: none">Refurbished old bikes to be donated to community	
WIIT Radio Station , Chicago, IL	August 2024 - Present
Assistant Tech Director	
<ul style="list-style-type: none">Provide radio tech training to community DJs	

SKILLS

Language
Written and oral proficiency: Spanish, Portuguese, and English
Computer Languages
Python, Java, Go
Software
VMware
Windows OS
Linux OS
Microsoft Excel
Microsoft PowerPoint
Canva
Hamachi
GarageBand