

ALEXANDRA VASQUEZ

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EDUCATION

Metropolitan State University

August 2012 – Current

Denver, CO

BFA in Communication Design with a Minor in Geology

(In progress)

At Metropolitan State University of Denver my geology courses have consisted of field work and collecting rock samples along with classifying rocks under the three fundamental types. My future goals after obtaining my degree are to use design in geology books to give inspiration and understanding of material in an artistic way. By improving design within material such as texts books and magazines, artists and scientist will breach the obstacles that divide the two subjects and be embraced as one.

Front Range Community College

August 2008 – May 2011

Longmont, CO

Associate of Arts

I took my time at Front Range to experience, try, and study all types of art such as digital imaging and water color; finding passion with each and every medium. Not only would I love to spend more time working on my own art, but I would love to inspire students and adults with the same love for art that I have.

Boulder High School

September 2002 – May 2006

Boulder, CO

High School Diploma

While in high school, I participated in the Dakota Ridge Academy, which focused on therapy-based, interactive activities to engage students in all aspects of academia and building social relationships.

WORK EXPERIENCE

Metropolitan State University of Denver

May 2013 - Current

Denver, CO

Work Study

During work study I complete tasks such as printing, stalking, and designing course

fliers for the department. Along with designing fliers I also attend to specific equipment updates, data entry, and help students with technical issues that might rise.

BC Services

November 2011 – August 2012

Longmont, CO

Administrative Assistant

On a daily basis I performed certain tasks that consist of data entry, sending itemized statements to consumers, and billing insurance companies for individuals. Answering incoming company phones calls and directing incoming calls to the necessary departments. Microsoft office is used to communicate not only with co-workers but to interact with clientele. Some of the tasks that I executed each day have a strong emphasis on becoming knowledgeable with State regulations and Federal regulations; for instance HIPPA and FDCPA.

KFC/A & W

February 2011 – November

Boulder, CO

Cashier

Working in fast food has taught me a great deal about providing fast and courteous service. Occasionally, customers may be displeased with prices or a mistake on their order, and I have had to learn how to react to potentially difficult customers in a polite and helpful manner.

Panorama Coordinated Services

June 2011 – October 2011

Longmont, CO

House Keeper

Many of my co-workers at Panorama did not speak English, so one of my main duties at work was to coordinate between the clients and our company to ensure that they received the proper service. Many times, we would arrive at a client's house, and discover that they would have additional requests, so it was important to be willing and able to change plans quickly to accommodate their requests.

Safeway

March 2008 – August 2008

Boulder, CO

Floral Stocker

At this job, I learned basic skills like operating pallet jacks and arranging attractive displays for customers. I would have been very interested to learn the theories behind preparing attractive bouquets and creating exquisite arrangements such as corsages and boutonnières.

Marshalls
Boulder, CO
Sales Associate

October 2004 – April 2005

TECHNOLOGICAL SKILLS

- | | |
|---------------------------------------|--------------|
| • Adobe Photoshop CS6 | Advanced |
| • Adobe Illustrator CS6 | Advanced |
| • Adobe Dream-Weaver | Intermediate |
| • Microsoft Office (Word, PowerPoint) | Advanced |
| • Various Point Of Sale devices | Advanced |
| • Windows Operating System | Advanced |
| • HTML & CSS | Intermediate |
| • 45 WPM | |

EXTRACURRICULAR ACTIVITIES

In my free time, I enjoy reading a variety of novels, writing poetry, and investigating rocks and minerals. Not surprisingly, I enjoy most forms of art, but especially pencil drawing and painting. Most weekends, I spend time with my friends and family.

PROFESSIONAL REFERENCES

Available Upon Request