

# Cristhian Piraquive

Executive Secretary

An educated professional with plenty of team-oriented experience, technical proficiency, and bilingual fluency in English and Spanish. Trained to work under pressure, accustomed to meeting and maintaining deadlines, while rapidly and constantly learning from constructive criticism.

## Education

- 12-2017**      **University of Central Florida, Orlando, FL**  
BA in Digital Media  
3.6 GPA  
**Fields of Study:** Intro to Programming, Concepts of Computer Science, Digital Cultures and Narrative, Computer as a Medium, Media Business Practices, Game Design Workshop I & II.  
**Team Projects:** Star Struck, CyberRekall, Somewhere Out There, Villainous.  
**Achievements:**
- Dean's List from 2015-2016
    - Awarded the John C. Hitt Scholarship of \$1,000 for the Summer
  - Star Struck can be downloaded and is playable on mobile devices through the Google Play Store.
- 12-2014**      **Valencia College, Orlando, FL**  
AA in General Studies  
3.6 GPA  
**Fields of Study:** English Composition I & II, Principles of Macro Economics, Intro to Computer Software, Essentials of Computer Maintenance.  
**Extracurricular activities & Achievements:**
- SLS Community Service Experience volunteering for "Give Kids the World," with a team of student and mentor engineers during the Spring of 2014.

## Awards and Honors

- Summer 2016**   John C. Hitt Summer Scholarship  
**Spring 2015**   Dean's List, University of Central Florida  
**Spring 2016**   Dean's List, University of Central Florida  
**Fall 2016**      Dean's List, University of Central Florida

## Work Experience

- 07-2014 – 11-2014**      **Runner - Park to Fly | Orlando, FL**
- Responsible for successfully parking and retrieving customer vehicles
  - Maintained organized records of customer parking tickets and vehicle keys
  - Ensured that each vehicle would leave the grounds with right owner
  - Responsible for any contents/valuables inside each vehicle
  - Responsible for the health and condition of each vehicle
  - Collaborate with other employees to generate an efficient workflow

## Personal Info

### Location

Orlando, FL 32822

### E-mail

cpiraquive07@gmail.com

## Languages

Spanish

## Skills & Competencies

Technically Proficient

Writing Composition Skills

Teamwork Experience

Interpersonal Skills

Detail Oriented

Organized

Communication Skills

Adaptable

Multitasking

## Technical Proficiencies

Microsoft Office Software

Adobe Suite Software

Typing Proficiency