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.

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| **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 | |
|  |  |

**Cristhian Piraquive**

Executive Secretary

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| **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 Compostion 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 |