**Andree Amaya-Martinez**

Aeam7335@gmail.com  (925) 325-7326  Concord, CA

**PROFILE**

* Newly graduated and ready to start my career in earnest. I am a self-motivated, articulate, hardworking individual capable of working as an effective team member or just as effective when working autonomously. I am looking for a company or organization where I can hone my career path and continue to learn and thrive.

**WORK EXPERIENCE**

**University of California Santa Barbara April 2020 – June 2020**

*Department of Education - Editor and Translator Internship Santa Barbara, CA*

* Published bimonthly digital newsletters in English and Spanish.
* Provided support by reviewing newsletter content for grammatical or spelling errors and assuring adherence to University of California guidelines and standards.
* Layout and design editing, ensuring font formatting, photo and diagrams are aesthetically pleasing.
* Coordinated meetings with Teachers, students, and staff to discuss content for upcoming publications.
* Review documents to ensure English / Spanish consistency.

**University of California Santa Barbara** **January 2020 – April 2020**

*Department of Education - Research Assistant Internship Santa Barbara, CA*

* Supported education graduate students with research focusing on childhood developmental studies.
* Planned and coordinated weekly observation workshops to engage with subjects participating in the developmental studies at a community center.
* Instructed student participants on basic computer literacy skills and Microsoft Office.
* Liaison for community center staff and graduate students in troubleshooting computer related issues and setting up equipment for student participants.

**EDUCATION**

**Google IT Support Professional Certificate December 2020**

*Coursera*

* IT support program, developed by Google, that covers troubleshooting, customer service, networking, operating systems, system administration, and security, and includes hands-on labs.

**University of California Santa Barbara**  **June 2020**

*Bachelor of Arts, English with a Minor in Educational Studies Santa Barbara, CA*

* Coursework in English and Literature, Archival Research, Programming in C& C++, JavaScript and HTML, Computers, Networking, and Information Systems.

**SKILLS & INTERESTS**

* **Skills:** Experienced with Mac OS X, Microsoft windows operating systems, and Linux Based Software; Proficient in software including Microsoft Office Word, Excel, Access, Outlook, PowerPoint, Canva, and Adobe Premiere Pro; Proficient in SQL; Experienced with computer hardware and instillation.
* **Interests**: Building computers; DIY; video editing; digital art; calligraphy; video games; fishing.