

## **Aylin Reta Cordoba**

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### **Objective:**

A hardworking, trustworthy, and reliable individual who is seeking to obtain the internship of a graphic designer on campus that will benefit me by gaining valuable skills and experience for my future career goals.

### **Education:**

**The University of Texas at Rio Grande Valley**, Edinburg, Texas

Bachelor of Science in Computer Engineering

Anticipated Graduation Date:

May 2018

### **South Texas**

**College**

GPA:

3.8

Multi-Specialist Certificate

Graduation Date:

May 2015

**Mission High School, Mission,**

**TX**

GPA: 3.8

Graduation Date:

June 2015

### **Awards**

- Employee of the Month September 2015
- Mission Excellence Recipient (Top 5%)
- Mission Merit Recipient (Top 25%)

### **Experience:**

**UTRGV Upward Bound Program** | *Office Assistant* | Edinburg,

Texas

August 2015-Present

- Conducted various duties including serving as a receptionist (answering and directing incoming calls, and greeting, and assisting visitors), maintaining general office tidiness; organizing and maintaining paper and electronic files.

- Help administer with presentations for both students and parents, as well assisting in chaperoning students during field trips/community events that we take part in.
- Typed documents, reports, and kept correspondence, as well as assisting in other special projects related to design.

## **Child Care | *Babysitting* | Mission, Texas**

July 2014-Present

- Performed various duties including cooking, serving and feeding meals to the children, bathing and dressing the children, and assisting them with daily activities
- Took children out for walks and play time around the neighborhood or parks
- Played a variety of entertaining and educational games with children

## **A.V.I.D. | *Tutor* | Mission, Texas**

May 2014- May 2015

- Voluntarily assisted students from all grade levels in my own account as well as part of the A.V.I.D. Class
- Part of workshops such as Financial Aid ones where we would inform seniors of financial aid and post-secondary school requirements
- Aided students in homework regarding any subject
- Encouraged and motivated students mostly freshman on how to be successful in high school

## **Extracurricular Activities:**

- Freshman Leadership  
Academy/*Member* August 2015- May 2016
- Fuerza Latina/*Member*  
January 2016-Present
- Campus Programming Board /Member  
October 2015-May 2016

## **Skills:**

Languages: Fluent in English and Spanish (read, write, and speak)  
Computer Literate: Multi-Media Specialist, Certified in Microsoft Word, Excel, Power Point, Adobe Photoshop, Adobe Illustrator, & HTML