

MOLLY BLANCAFLOR

Administrative Assistant

CONTACT DETAILS

501-545-1036
mftblancaflor@gmail.com
835 S. Royal Oak Pkwy #205, Fayetteville, AR 72701

SKILLS AND ABILITIES

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Other Microsoft tools, including Access and 365
- Data entry and documentation

ACADEMIC PROFILE

University of Arkansas

Attended 2019 - 2021

Lake Hamilton High School

Graduated Class of 2019
High Honors

- President, Thespian Troupe 1699
- Treasurer, National English Honor Society
- Member, National Honor Society
- Member, Mu Alpha Theta (Math Honor Society)

RELEVANT EXPERIENCE

Peer Ambassador

University of Arkansas | 2020 - 2021

Coordinated meetings with students, advisors, professors and other external professionals. Documented student performance and engagement in easy-to-read reports in Microsoft Office. Created and distributed internal communications, including newsletters, email updates and more.

Residential Interhall Congress (RIC) Representative

University of Arkansas | 2020 - 2021

Acted as liaison between students and the RIC council during meetings. Documented justification for budgetary allowances for the RIC and other University programs. Presented updates at town halls and other meetings. Participated as a member of the budget committee.

Administrative Assistant

Ramirez Law Firm, PLLC | Summer 2020

Drafted legal documents on behalf of clients, and assisted clients as needed to fill them out. Coordinated meetings with clients on behalf of the law firm. Completed various administrative tasks, including data entry, documentation filing (physical and digital), and record keeping. Acted as liaison for the law firm to place media ad buys with local publications.

OTHER EXPERIENCE

Cookie Cutter

Rick's Bakery | June 2021 - Present

Crew Member and Cake Decorator

Dunkin Donuts | Seasonal: 2018 - 2020