

Mariafe Ponce – Final Portfolio

Polished Assignments:

1. Reflective Letter..... *p.2*
2. Complaint Letter..... *p.4*
3. Professional E-Mail..... *p.5*
4. Fundraising Letter..... *p.6*
5. Cover Letter..... *p.8*
6. Resume..... *p.9*
7. Turkey Run Flier..... *p.10*

Assignment Drafts:

1. Reflective Letter..... *p.11*
2. Complaint Letter..... *p.13*
3. Professional E-Mail..... *p.14*
4. Fundraising Letter..... *p.15*
5. Cover Letter..... *p.17*
6. Resume..... *p.18*
7. Turkey Run Flier..... *p.19*

Writing Center Note..... *p.20*

784 Haggerty Lane, Unit 201
Bozeman, MT 59715

November 26, 2019

Brooke Carnwath
Montana State University
2-172 Wilson Hall
Bozeman, MT 59717

Subject: *Reflection on WRIT 221 and on Final Portfolio*

Dear Professor Carnwath,

This letter details the revised documents I have chosen for my final portfolio as well as my learning process throughout the semester. This class has taught me how to structure different technical writing documents, such as memos, letters, instruction manuals, and fliers, while having a target audience in mind. Hopefully, my final portfolio serves as an accurate representation of the work I have put forth and everything I have learned during the course of this class.

The first four documents I have chosen for my final portfolio are a type of letter. Each of them is very different from one another in tone, objective, and target audience.

My first document is the **complaint letter**. This assignment was one of the first of the semester and it was my first attempt in class at writing a letter. For this assignment, I wrote a personal letter addressed to Bozeman's mailman regarding misplaced and lost packages. While my first draft was written with the appropriate tone, my writing was sometimes too wordy and I failed to include some specific details as well as a specific request for action. For my final draft, I revised the letter's wordiness by reviewing OWL's concision overview and I included specific details on the lost packages.

My next document is the **professional email**. This assignment focused on writing from President Cruzado's perspective. My initial draft lacked conciseness and lacked facts to support and strengthen the claims made in the email. For my final draft, I sought help from the MSU Writing Center and revised the wording of the email. Additionally, I added some citations and facts to strengthen the evidence presented in the email.

For my third document, I chose the **fundraising letter**. In this letter, our group addressed potential donors while writing from the perspective of the fictitious non-profit organization group: Bozeman Food for Family. While we had a strong first draft, the letter needed concrete quantifiable data that showed how much BFF helped the community, and it also needed to ask for more specific donation amounts. To address these and other issues, I included recommended donation amounts, a recommended donation timeline, incentives to donate, more specific numbers that showed how much BFF helps, and also revised the document for unnecessary wordiness.

Next, I include my **cover letter**. This document had a very different objective than the other letters and as such proved to be a very good exercise. My initial draft got the point across, but could be substantially improved with more concrete examples and by addressing a specific reader. For my final cover letter, I added a specific example to substantiate my claims in the second paragraph, I included more details on projects completed and my involvement in computing clubs during my time at MSU in the third paragraph, I omit the fourth paragraph all together, and I revised some formatting issues.

The final two documents in my final portfolio portray some of the design elements learned in class and serve as good examples of technical documents that use both visual and written skills.

My fifth document is my **resume**. While the objective of this document is very similar to the objective of the cover letter, the delivery was very different. I learned through Robin Williams' readings how important the principles of design are when designing a visual document. Because of this, I have followed Williams' principles of alignment, proximity, contrast, and repetition and have created a resume that is visually appealing. For my final portfolio, I also made sure to also include somewhat relevant USC coursework.

My final document is the **Turkey Run flier**. This flier is the most representative document of what I learned from Williams' principles of design. This flier follows the rules of contrast, alignment, proximity, and repetition by using contrasting headers, similar alignments, placing similar objects close together, and repeatedly using similar fonts and colors. For my final draft of the flier, I changed the flier's color scheme to better fit BFF's overall aesthetic, I was more specific stating the location of the turkey run, and I omitted the cluttered description located at the bottom of the flier, instead providing the target audience with links to online resources.

Overall, the combination of documents showcased in my portfolio demonstrate both the written and visual techniques I have learned in class and how they are applicable in different genres and when communicating with different audiences. My final portfolio is a result of the course readings, previous student examples, your feedback and peer feedback, and the grammar lessons included throughout the course. Furthermore, this course has also been a lesson in how difficult it can be to work in groups in an online setting.

Thank you for your time and help throughout the semester.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mariafe', with a stylized flourish extending from the end.

Mariafe Ponce

784 Haggerty Lane, Unit 201
Bozeman, MT 59715

September 15, 2019

United States Postal Service
2201 Baxter Lane
Bozeman, MT 59718

Attention: Bozeman USPS Office Manager

Subject: *Misplaced and Missing Packages*

As a company, you provide a great service to all Bozeman residents and in return we give you our trust. For many years, the Bozeman USPS has established a reputation that residents can count on, however, some recent incidents have broken the trust I have for the Bozeman USPS and make me question whether it is still a reliable service.

In the last six months, several packages I was expecting in the mail were misplaced, delayed, or missing. The first occasion this happened was in February 13th when the tracking of a package I was expecting stated that my package had been delivered and left inside my mailbox. However, when I opened my mailbox I found my neighbor's package inside instead. I understand accidents happen, but because of this accident I did not see my package until a month after its expected delivery date.

On several occasions since then I have had my packages misplaced, delayed several days despite the tracking system stating they had already arrived, and even gone missing without ever showing up. For example, earlier last week I was expecting a package meant as a birthday gift, but because it arrived five days after the expected arrival date I was not able to gift it on my friend's birthday. These occurrences are now so often that I do not trust my mail will arrive safely.

I am writing to you, the USPS Bozeman Office manager, with the hope that bringing these issues to your attention will make the mailman more careful to avoid these unfortunate experiences in the future. I believe resolving these issues will maintain the trust that the USPS Bozeman office has forged with their residents for years to come. I hope you will send a prompt response to my e-mail (mafe.ponce@gmail.com) detailing how you will resolve these issues.

Thank you for your time and I hope to hear back from you within the week.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mariafe', with a stylized flourish extending from the end.

Mariafe Ponce

From: President Cruzado <President_Cruzado@montana.edu>
To: MSU Students <Msu-students@listserv.montana.edu>
Subject: Conserve Energy for YOUR Future!
Date: 21 September 2019



Dear MSU Students,

With the school year starting and winter approaching, please be aware of campus energy consumption. According to the United States EPA website, *“using electricity more efficiently reduces both the amount of fuel needed to generate electricity and the amount of greenhouse gases.”* At our university, we want to be extremely energy efficient to reduce greenhouse gas production so future generations can prosper. While the school is taking steps at the administrative level to curb our energy consumption, individual students on campus can do their part as well.

We understand that awareness of energy consumption isn't always an easy task, so we would like to offer **Bridger Bowl season passes** to the top five dormitory rooms who consume the least amount of energy during the months of **October through November!**

While you may monitor your energy spending however you seem fit, below are some suggestions that we think will help reduce spending on a daily basis:

- Make sure lights are off when you are not in the room.
- Lower your heat thermostat at night or if you will be gone for long hours.
- Make bigger but less frequent laundry and dishwasher loads.
- Turn the TV and other devices off when not in use.
- Avoid leaving the fridge door open for long periods of time.
- Close windows and doors at all times to prevent heat from escaping.

At Montana State University, we stand by the words of environmentalists David Brower and René Dubos: **“Think Locally, Act Globally,”** and believe that the local impact our university can have, with YOUR help, will have a global impact on OUR planet.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Waded Cruzado'.

Waded Cruzado
President, Montana State University



Bozeman Food for Families
123 Food Dr.
Bozeman, MT 59715

November 10, 2019

<Bozeman Community Member>
<Address>
Bozeman, MT 59715

Dear Bozeman Community Member,

Five years ago, on a cold winter day, I walked into our community's public library and found a homeless man seeking shelter. After talking to him, I learned that some months ago he had had to decide between becoming homeless or going hungry. While I did not know how to help him secure shelter, I did know how to provide him with enough food so that he would have one less thing to worry about.

In Gallatin Valley, 13% of the county residents live below the federal poverty line ("2013-2017 American Community Survey 5-year Estimates") and data shows that the prevalence of food insecurity is higher for households with an income below 185% of the poverty line (USDA). This means that **1 in 7 Gallatin Valley residents experience food insecurity**. Bozeman is now considered to be the fastest growing town of its size in the nation, with 3,738 residents added between 2016 and 2017 Bozeman is growing and with that comes more families seeking help from BFF (Bozeman Daily Chronicle).

Bozeman Food for Families (BFF) is a Bozeman-based non-profit organization that bridges the gap between food security and insecurity among Gallatin Valley residents, by providing them with food supplies. BFF serves over 10,000 community members and provides over 14,000 food supply boxes a year. Because of BFF, the homeless man I saw at the library, and many others like him, are no longer going hungry every day! BFF is able to aid households in need thanks to the help of our community volunteers and *amazing donors like you!*

Bozeman Food for Families and Bozeman residents need your help in raising a total of \$150,000 to cover our annual projected costs! Please use the enclosed envelope if you wish to make a one-time donation of \$50, \$100, \$500 or more before December 15th, or if you want to set up recurring monthly donations for the upcoming year. All donors will receive a free BFF t-shirt and will have their names added to our donor wall of fame!

To learn more about BFF and ways that you can help support us and the community, please visit us at infobff@thehrdc.org. You can also reach us at 406-BOZ-FOOD.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'B' followed by a series of loops and a long horizontal stroke.

Bozeman Food for Families

Works Cited:

“2013-2017 American Community Survey 5-year Estimates.” *United States Census Bureau*.
www.census.gov/programs-surveys/acs/technical-documentation/table-and-geography-changes/2017/5-year.html

USDA. *Food Security in the U.S.* Key Statistics and Graphics, www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/key-statistics-graphics.aspx

“Bozeman area ranked fastest-growing of its size in the nation.” *Bozeman Daily Chronicle*.
https://www.bozemandailychronicle.com/news/bozeman-area-again-ranked-fastest-growing-of-its-size-in/article_881f7994-a3d7-5f68-b85c-5875d2c0749a.html

784 Haggerty Lane, Unit 201
Bozeman, MT 59715
Phone: (310) 890-9958
Email: mafe.ponce@gmail.com

October 12, 2019

Workiva
448 E Main St
Bozeman, MT 59715

Dear Allison Zobel,

I am a self-motivated, creative, and dedicated computer science student at Montana State University with experience in customer-driven environments, a strong foundation in computer science, and a passion for software and technology. I believe my previous experience, willingness to learn, and driven personality will make me a good candidate for the Software Engineer Intern position at Workiva.

During my time as an assistant at Silver Lining Entertainment, a TV and Film talent management and production company, I coordinated with clients through several aspects of the casting and production process and sought solutions to any problems they might encounter along the way. For example, when one of our clients landed the lead role of an upcoming FX television show after a rigorous casting process, I had to promptly arrange her travel documents, flights, and lodging, as the shooting dates were only days away. I personally expedited her visa paperwork and saw that she made it to the shooting location in time for pre-production.

After departing Silver Lining Entertainment, I completed HarvardX's CS50: Introduction to Computer Science, where I learned the basics of C, Python, SQL, HTML, and CSS. Throughout this process, I completed weekly assignments ranging from creating dictionaries using tries in C, to building simple websites with HTML and CSS, and implementing small databases using Python and SQLite. Currently, I am completing my degree in computer science at Montana State University and expect to graduate in 2022. Since beginning my studies at MSU, I have implemented console-based programs in Python that simulate card games, parse CSV files, and create data visualizations using libraries such as Pandas and Matplotlib, and have also become an active member and leader in the school's computing organizations.

Thank you for your time and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mariafe', with a stylized flourish at the end.

Mariafe Ponce

MARIAFE PONCE

mafe.ponce@gmail.com • (310) 890 - 9958

<https://www.github.com/poncem91/> • <https://www.linkedin.com/in/mariafep/>

EDUCATION

Montana State University

Bozeman, MT

Expected May 2022

- Bachelor of Science in Computer Science
- GPA: 4.0
- Relevant Coursework: Introduction to Logic Circuits, Joy and Beauty of Data - Honors Lab (In Progress), Calculus I (In Progress), Introduction to Statistics (In Progress), Social & Ethical Issues in Computer Science (In Progress)

HarvardX – Harvard University

edX, Inc. (MOOC)

July 2019

- CS50's Introduction to Computer Science

University of Southern California

Los Angeles, CA

May 2016

- Bachelor of Arts in Communication
- Honors: cum laude
- Relevant Coursework: Communication and Technology, Innovation, Entertainment, and the Arts

PROJECTS

- **Finance:** A mock stock trading website implemented using Python, SQL, and Flask, where a user can register, login, change passwords, buy and sell stocks, and see their transaction history.
- **Speller:** A program in C that loads a dictionary using a trie, checks if a specific word is in the dictionary, returns the number of words in the dictionary, and frees the dictionary from memory.
- **Similarities:** A web application implemented with Python that parses through two text files, looks for and returns a list of identical lines, sentences, or substrings of a specified size between the two files.

WORK EXPERIENCE

Silver Lining Entertainment

Beverly Hills, CA

Talent Manager's Assistant

2016 - 2018

- Managed desk of 20+ actors and coordinated between production, publicists, casting, and clients.
- Logged over 2,000 company commissions and increased efficiency by digitizing the tracking system.
- Led the preparation of the company's client books in anticipation to Pilot Season.
- Oversaw intern program by mentoring them over two summers and delegating office tasks.

Annenberg Inclusion Initiative

Los Angeles, CA

Student Research Assistant

Summer 2015

- Analyzed and quantified TV & Film content metrics for the 2014-2015 study: 'Inclusion or Invisibility? The Comprehensive Annenberg Report on Diversity in Entertainment' as seen at <https://bit.ly/2oBKDUr>

SKILLS & EXTRACURRICULAR ACTIVITIES

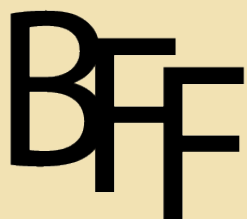
- **Languages:** Python, C, SQL, HTML, CSS
- **Other Skills:** Fluent in Spanish and in English
- **Organizations:** Association of Women in Computing, Association for Computing Machinery, Society of Hispanic Professional Engineers, Gallatin Valley Food Bank, Bozeman Tennis League
- **Interests:** Cooking, snowboarding, playing tennis, reading, and hiking

2019 TURKEY RUN!

November 28th
10:00AM - 12:00PM
Bozeman Bogert Park
325 S. Church Ave.
\$25 adults / \$10 kids



SIGN-UP **TODAY** TO EARN A RAFFLE TICKET AND
HELP FAMILIES HAVE A **THANKSGIVING DINNER!**
WWW.BOZEMAN-TURKEY-RUN-2019.COM



Bozeman
Food for
Families



www.facebook.com/bozemanfoodforfamilies



[@bozeman-food-for-families](https://www.instagram.com/bozeman-food-for-families)



www.bozemanfoodforfamilies.org

784 Haggerty Lane, Unit 201
Bozeman, MT 59715

November 26, 2019

Brooke Carnwath
Montana State University
2-172 Wilson Hall
Bozeman, MT 59717

Subject: *Reflection on WRIT 221 and on Final Portfolio*

Dear Professor Carnwath,

This letter details the revised documents I have chosen for my final portfolio as well as my learning process throughout the semester. This class has taught me how to structure different technical writing documents, such as memos, letters, and fliers, while having a target audience in mind. Hopefully, my final portfolio serves as an accurate representation of the work I have put forth and everything I have learned during the course of this class.

The first four documents I have chosen for my final portfolio are a type of letter. Each of them is very different from one another in tone, objective, and target audience.

My first document is the **complaint letter**. This assignment was one of the first of the semester and it was my first attempt in class at writing a letter. For this assignment, I wrote a personal letter addressed to Bozeman's mailman regarding misplaced and lost packages. While my first draft was written with the appropriate tone, I failed to include some specific details as well as a specific request for action. These issues and some other grammatical errors have been revised for my final draft.

My next document is the **professional email**. This assignment focused on writing from President Cruzado's perspective. My initial draft included some superfluous phrases and lacked facts to support and strengthen the claims made in the email. For my final draft, I have revised the wording of the email and I have added some supportive facts.

For my third document I chose the **fundraising letter**. In this letter, our group addressed potential donors while writing from the perspective of the fictitious non-profit organization group Bozeman Food for Family. While we had a strong first draft, the letter needed more concrete quantifiable data that showed how much BFF helped the community, as well as specific donation amounts needed. In order to address these issues, I have included more specific numbers in my final draft.

Next, I include my **cover letter**. This document had a very different objective than the other letters and as such proved to be a very good exercise. My initial draft got the point across, but could be substantially improved with more concrete examples and by addressing a specific reader. For my final cover letter, I added a specific example to substantiate my claims in the second paragraph, I included more details on projects completed during my time at MSU in the third paragraph, I omit the fourth paragraph all together, and I revised some formatting issues.

The final two documents in my final portfolio portray some of the design elements learned in class and serve as good examples of technical documents that use both visual and written skills.

My fifth document is my **resume**. While the objective of this document is very similar to the objective of the cover letter, the delivery was very different. I learned through Robin Williams' readings how important the principles of design are when designing a visual document. Because of this, I have followed Williams' principles and have created a resume that is visually appealing. For my final portfolio, I also made sure to also include somewhat relevant USC coursework.

My final document is the **Turkey Run flier**. This flier is the most representative document of what I learned from Williams' principles of design. This flier follows the rules of contrast, alignment, proximity, and repetition by using contrasting headers, similar alignments, placing similar objects close together, and repeatedly using similar fonts and colors. For my final draft of the flier, I omitted the cluttered description located at the bottom of the flier and instead provided the target audience with links to online resources on BFF.

Overall, the combination of documents showcased in my portfolio demonstrate both the written and visual techniques I have learned in class and how they are applicable in different genres and when communicating with different audiences. My final portfolio is a result of the course readings, previous student examples, your feedback and peer feedback, and the grammar lessons included throughout the course. Furthermore, this course has also been a lesson in how difficult it can be to work in groups in an online setting.

Thank you for your time and help throughout the semester.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mariafe', with a stylized flourish extending from the end.

Mariafe Ponce

Mariafe Ponce
784 Haggerty Lane, Unit 201
Bozeman, MT 59715

September 15, 2019

United States Postal Service
2201 Baxter Lane
Bozeman, MT 59718

Attention: Bozeman USPS Office Manager

Subject: *Misplaced and Missing Packages*

As a company, you provide a great service to all Bozeman residents and because of this there is a trust formed between the USPS mailmen and the residents that benefit from this service. For many years, this relationship has grown and the Bozeman USPS has established a reputation that residents can count on. However, some recent incidents have broken the trust I have for the Bozeman USPS and make me question whether it is still a reliable service.

In the last six months, several packages I was expecting in the mail were misplaced, delayed, or missing. The first occasion this happened was back in February, where the tracking of a package I was expecting stated that my package had been delivered and left inside a parcel locker. In the past, when packages have been left inside a parcel locker, a key to the locker has been left inside my mailbox. In this particular case, there was a key left inside my mailbox, but the key was for a parcel locker that had my neighbor's package inside. I understand accidents happen and that most likely the wrong key was left in my mailbox, but because of this accident I did not see my package until a month after its expected delivery date.

On several occasions since then, I have had my packages misplaced, delayed several days despite the tracking system stating they had already arrived, and sometimes even gone missing without ever showing up. These occurrences are now so often that I do not trust my mail will arrive.

I am writing to you, the USPS Bozeman Office manager, with the hope that bringing these issues to your attention will make the mailman more careful to avoid these unfortunate experiences in the future. I believe resolving these issues will maintain the trust that the USPS Bozeman office has forged with their residents for years to come.

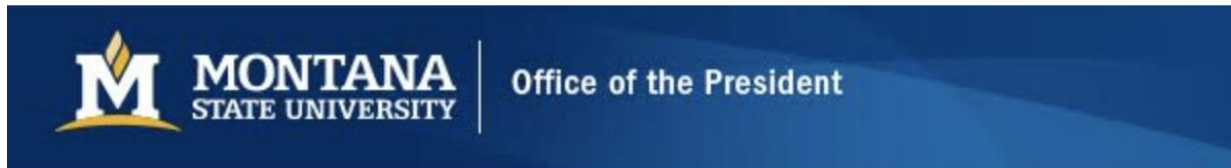
Thank you for your time and I hope this matter gets resolved in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mariafe', with a stylized flourish extending from the end.

Mariafe Ponce

From: President Cruzado <President_Cruzado@montana.edu>
To: MSU Students <Msu-students@listserv.montana.edu>
Subject: Conserve Energy for YOUR Future!
Date: 21 September 2019



Dear MSU Students,

With the school year starting and the winter season fast approaching, it is time to start being more aware of our energy consumption on campus. At our university, we want to be at the forefront of energy efficiency and limiting our carbon footprint so that our planet and generations to come are able to have a future. While the school is taking steps at the administrative level to curve our energy consumption, it is also vastly important for the individual students who live on campus to do their part as well.

We understand that being aware of how much energy you are consuming isn't always an easy task, and it is for this reason that we would like to offer a **Bridger Bowl season pass** to the top five dormitory rooms who consume the less amount of energy during the months of **October through November!**

While you may monitor your energy spending however you seem fit, below are some suggestions that we think will help reduce spending on a daily basis:

- Make sure lights are off when you are not in the room.
- Use energy-saving lightbulbs available for free at the dormitory lobbies.
- Lower your heat thermostat at night or if you will be gone for long hours.
- Make bigger but less frequent laundry and dishwasher loads.
- Turn the TV and other devices off when not in use.
- Avoid leaving the fridge door open for long periods of time.
- Close windows and doors at all times to prevent heat from escaping.

At Montana State University, we stand by the words of environmentalists David Brower and René Dubos: "**Think Locally, Act Globally,**" and believe that the local impact our university can have, with YOUR help, will have a global impact on OUR planet.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Waded Cruzado'.

Waded Cruzado
President, Montana State University



Bozeman Food for Families
123 Food Dr.
Bozeman, MT 59715

November 10, 2019

Dear Bozeman Community Member,

Five years ago on a cold winter day, I walked into our community's public library and found a homeless man seeking refuge. After talking to him, I learned that some months ago he had had to decide between becoming homeless or going hungry. While I did not know how to help him secure shelter, I did know how to provide him with enough food so that he would have one less thing to worry about.

In Gallatin Valley, 13% of the county residents live below the federal poverty line ("2013-2017 American Community Survey 5-year Estimates") and data shows that the prevalence of food insecurity is higher for households with an income below 185% of the poverty line (USDA). This means that **1 in 7 Gallatin Valley residents experience food insecurity**. Bozeman is now considered to be the fastest growing town of its size in the nation, with 3,738 residents added between 2016 and 2017 Bozeman is growing and with that comes more families seeking help from BFF (Bozeman Daily Chronicle).

Bozeman Food for Families (BFF) is a Bozeman-based non-profit organization that bridges the gap between food security and insecurity among Gallatin Valley residents, by providing them with food supplies. BFF serves over 10,000 community members and provides over 14,000 food supply boxes a year. BFF is able to provide assistance to households in need thanks to the help of our community volunteers and *amazing donors like you!*

Bozeman Food for Families and Bozeman residents need your help in raising a total of \$150,000 in order to cover our annual projected costs! Please use the enclosed envelope if you wish to make a one-time donation of \$50, \$100, \$500 or more before December 15th, or if you want to set up recurring monthly donations for the upcoming year. All donors will receive a free BFF bumper sticker!

To learn more about BFF and ways that you can help support us and the community, please visit us at BozemanFoodforFamilies.org. You can also reach us at 406-BOZ-FOOD.

Sincerely,

A handwritten signature in black ink, appearing to be a stylized 'B' followed by a flourish.

Bozeman Food for Families

Works Cited:

“2013-2017 American Community Survey 5-year Estimates.” *United States Census Bureau*.
www.census.gov/programs-surveys/acs/technical-documentation/table-and-geography-changes/2017/5-year.html

USDA. *Food Security in the U.S.* Key Statistics and Graphics, www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/key-statistics-graphics.aspx

“Bozeman area ranked fastest-growing of its size in the nation.” *Bozeman Daily Chronicle*.
https://www.bozemandailychronicle.com/news/bozeman-area-again-ranked-fastest-growing-of-its-size-in/article_881f7994-a3d7-5f68-b85c-5875d2c0749a.html

Mariafe Ponce
784 Haggerty Lane, Unit 201
Bozeman, MT 59715
Phone: (310) 890-9958
Email: mafe.ponce@gmail.com

October 12, 2019

Workiva
448 E Main St
Bozeman, MT 59715

Dear Workiva Hiring Recruiter,

I am a self-motivated, creative, and dedicated computer science student at Montana State University with experience in customer-driven environments, a strong foundation in computer science, and a passion for software and technology. I believe my previous experience, willingness to learn, and driven personality will make me a good candidate for the Software Engineer Intern position at Workiva.

During my time as an assistant at Silver Lining Entertainment, a TV and Film talent management and production company, I coordinated with clients through several aspects of the casting and production process and sought solutions to any problems they might encounter along the way. Along with client related tasks, I assisted in general office duties, all while prioritizing my time appropriately.

After departing Silver Lining Entertainment, I completed HarvardX's CS50: Introduction to Computer Science, where I learned the basics of C, Python, SQL, HTML, and CSS. Throughout this process, I completed weekly assignments ranging from creating dictionaries using tries in C, to building simple websites with HTML and CSS, and implementing small databases using Python and SQLite. Currently, I am completing my degree in computer science and expect to graduate in 2022.

Given my previous experience, exposure to programming languages, my passion for software, and my willingness to cooperate as a team member, I believe I would be a good fit for this role and a great addition to the Workiva team.

Thank you for your time and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mariafe', with a stylized flourish at the end.

Mariafe Ponce

MARIAFE PONCE

mafe.ponce@gmail.com • (310) 890 – 9958

<https://www.github.com/poncem91/> • <https://www.linkedin.com/in/mariafep/>

EDUCATION

Montana State University

Bozeman, MT

Expected May 2022

- Bachelor of Science in Computer Science
- GPA: 4.0
- Relevant Coursework: Introduction to Logic Circuits, Joy and Beauty of Data - Honors Lab (In Progress), Calculus I (In Progress), Introduction to Statistics (In Progress), Social & Ethical Issues in Computer Science (In Progress)

HarvardX – Harvard University

edX, Inc. (MOOC)

July 2019

- CS50's Introduction to Computer Science

University of Southern California

Los Angeles, CA

May 2016

- Bachelor of Arts in Communication
- Honors: cum laude

PROJECTS

- **Finance:** A mock stock trading website implemented using Python, SQL, and Flask, where a user can register, login, change passwords, buy and sell stocks, and see their transaction history.
- **Speller:** A program in C that loads a dictionary using a trie, checks if a specific word is in the dictionary, returns the number of words in the dictionary, and frees the dictionary from memory.
- **Similarities:** A web application implemented with Python that parses through two text files, looks for and returns a list of identical lines, sentences, or substrings of a specified size between the two files.

WORK EXPERIENCE

Silver Lining Entertainment

Beverly Hills, CA

Talent Manager's Assistant

2016 - 2018

- Managed desk of 20+ actors and coordinated between production, publicists, casting, and clients.
- Logged over 2,000 company commissions and increased efficiency by digitizing the tracking system.
- Led the preparation of the company's client books in anticipation to Pilot Season.
- Oversaw intern program by mentoring them over two summers and delegating office tasks.

Annenberg Inclusion Initiative

Los Angeles, CA

Student Research Assistant

Summer 2015

- Analyzed and quantified TV & Film content metrics for the 2014-2015 study: 'Inclusion or Invisibility? The Comprehensive Annenberg Report on Diversity in Entertainment' as seen at <https://bit.ly/2oBKDUr>

SKILLS & EXTRACURRICULAR ACTIVITIES

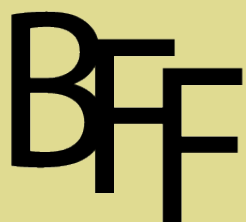
- **Languages:** Python, C, SQL, HTML, CSS
- **Other Skills:** Fluent in Spanish and in English
- **Organizations:** Association of Women in Computing, Association for Computing Machinery, Society of Hispanic Professional Engineers, Gallatin Valley Food Bank, Bozeman Tennis League
- **Interests:** Cooking, snowboarding, playing tennis, reading, and hiking

2019 TURKEY RUN!

November 28th
10:00AM - 12:00PM
Community Center
\$25 adults / \$10 kids



SIGN-UP **TODAY** TO EARN A RAFFLE TICKET AND
HELP FAMILIES HAVE A **THANKSGIVING DINNER!**
WWW.BOZEMAN-TURKEY-RUN-2019.COM



Bozeman
Food for
Families

Bozeman Food for Families is a non-profit organization that helps over 10,000 families a year meet their food intake needs by regularly providing food supplies as well as occasional special meals such as Thanksgiving dinner.

TO LEARN MORE ABOUT BFF VISIT WWW.BOZEMANFOODFORFAMILIES.ORG



Mariafe Ponce <mafe.ponce@gmail.com>

MSU Writing Center Session Notes

1 message

MSU Writing Center <writingcenter@montana.edu>

3 December 2019 at 09:26

To: Mariafe Ponce <mafe.ponce@gmail.com>

Session Notes

Writer: Mariafe Ponce

Date: December 3, 2019, 9:00am - 9:45am

Tutor: A.S.

Session Notes:

Hello Mariafe!

Thanks for joining me this morning for your Tech Writing documents. We took a look at your fundraising letter and the professional email. Both were pretty well written! We switched a few words around in the fundraising letter and totally increased concision in the professional email. If you want to look at the changes we made, you're welcome to look through past weeks on the scheduler to find your block, and you can click your block to rejoin the consultation at any time. Good luck with everything!

Have a good day,

Arnold Smithson

This e-mail was sent through the WCONLINE® scheduling and recordkeeping system. To opt out from receiving these types of messages in the future, log in to <https://montana.mywconline.com> and then select 'Update Profile & Email Options' from the welcome menu.