

# Andrea Benavides Aguirre

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## SUMMARY

A hard-working and motivated second-year software engineering student with a passion for learning who is a driven team player committed to adaptable problem-solving and exemplary attention to detail.

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## SKILLS

- **Communication:** Efficient in timely verbal and written communication with team members and overseers.
  - **Time Management:** Capable of prioritizing simultaneous tasks to provide quality results on time.
  - **Adaptability:** Able to adjust to new environments with ease and adopt new tasks.
  - **Willingness to Learn:** Committed to life-long learning and constant personal growth and improvement.
  - **Problem-Solving:** Resolute to design creative solutions using analytical and research skills.
  - **Attention to Detail:** Detail-oriented and proficient to deliver high-quality work.
  - **Multilingual:** Fluent in English and Spanish. Conversational in French.
  - **Experience with:** C/C++, Processing, Python
  - **Working knowledge of MS Office**
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## EDUCATION

### BACHELOR OF SCIENCE IN SOFTWARE ENGINEERING

2019 - 2023 / University of Calgary / Calgary, AB

- Diversity Champions in Engineering Scholarship

### HIGH SCHOOL DIPLOMA

2019 / Bears paw Christian School / Calgary, AB

- Governor General's Academic Medal
  - Schulich Leader Nominee
  - Valedictorian
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## EXPERIENCE

### PROGRAM COORDINATOR / VOLUNTEER / ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE AND ENGINEERING EDUCATION - CALGARY

February 2020 – Present

- Team lead overseeing the preparation of materials for educational programs delivered to rural schools and minority groups as well as accounting for material inventory.
- Organized and led a breakout room for an online workshop designed for high school students interested in engineering. Created a registration form for interested students and communicated meeting details to those students. In addition, designed an appealing promotional graphic for the event.
- Developed statistics on all programs run by the organization and illustrated the organizations' impact and outreach by mapping the schools that had participated in programs.
- Recording meeting minutes and sending meeting information to the volunteer community.
- Social media manager and designer of eye-catching graphics.

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## **NEW APPLICANT COORDINATOR/ VOLUNTEER INTERN / LEARN TO BE - ONLINE**

August 2020 – Present

- Vetting new tutor applications using Google Sheets: assessing candidate submission videos, performing background checks, and paying close attention to personal information to ensure the candidate meets legal requirements and will be a good fit for the organization.
- Vetting new student applications using Air Table: reviewing and screening applications from families wanting tutoring, comparing family income with respective neighbourhood median income, reviewing why the applicant qualifies for tutoring and whether the applicant fits with the mission to provide quality tutoring for underserved students.
- Constant communication with the founder of the organization to provide updates on application statuses and overall progress.

## **TUTOR / VOLUNTEER / LEARN TO BE - ONLINE**

June 2020 – Present

- Tutoring two underserved students in Math and English on an online platform.
- Designing a personalized assessment to gauge the student's subject proficiency level based on indicated learning gaps.
- Tailoring adequate lesson plans pertaining to the student's needs and their respective curriculum.
- Constant communication with parents to update on the students' progress as well as schedule sessions across different time zones.