

Ana Alvarez

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Objective:

Dedicated team player with communication and leadership skills, looking to join the environmental industry as an intern. Seeking an opportunity to leverage knowledge and talents and help achieve company targets.

Education

Collective Academy "Compass"

September 2020- May 2021

- Pre-college certificate on entrepreneurship trends, soft skills & technical skills

Colegio Vista Hermosa, Mexico City, Mexico

2006- 2020

- High school diploma
- DELF certificate in French level A1
- Cambridge Assessment in English level B2

Storm King School, Cornwall, New York

September 2018- June 2019

- Junior year of high school

Academic Projects & Activities

- Presented the best position in the Committee: ICJ (witness) during the eight Model United Nations VistherMUN 2018
- Performance Diploma on community service (2016-2020)
- 1st place in girls Varsity soccer team fall season at West Point, NY (2018)

Work Experience

Grupo ALEB| empresas jóvenes 100% mexicanas. Mexico City, Mexico

Summer 2019

Paid Intern

- Social media and Marketing for SKM Lounge; analyze data for Instagram and Facebook posts, airport publicity. Results: established brand awareness on multiple social media platforms.
- Contract analysis for ACMES insurance, customer service.
- Office manager: employee and work zone distribution in the new office.
- Document translation: announcements & propaganda for SMK Lounge

Women empowerment at. DIF SAN FRANCISCO AYOTUXCO

Volunteer

2019-2020

- Organization and leadership in 7 sessions about women empowerment to young women from ages 14 to 20 in vulnerable economic situations.

Missionary Services to Huamelula, Oaxaca

Volunteer

March 2018

- Emotional support for terminal patients in poverty situations.
- Aid and rebuilding after the earthquake in September 2017.
- Volunteer at marginalized communities in Oaxaca during Easter week.
- Cleaning rivers and forests around the village.

Technical Skills

- Intermediate Microsoft Office
- Basic accounting techniques
- Photography and basic adobe Photoshop

Interests

- Languages: 100% bilingual in English and Spanish, Basic French
- Personal and Professional Interests: Professional Biking, extreme sports spectator and critic, volunteer work, animals, ecological sciences, wildlife rehabilitation, ecological lifestyle.