

# Paola Ortiz

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## Education

**Georgetown University**, College of Arts and Sciences, Washington, DC **June 2013-May 2014**  
Complete pre-medical certificate.

**Georgetown University**, McDonough School of Business, Washington, DC **August 2009-May 2013**  
Bachelors in Science of Business Administration. Major: Marketing GPA: 3.3/4.0

## Relevant Experience

### **The Group of Fifty, Intern**

*A group composed of some of the most prominent business leaders of Latin America.*

**October 2014**

- Helped with logistics of annual conference held in Menlo Park, California.
- Coordinated group visits to Google and Facebook headquarters.
- Formulated summaries of the content of the different sessions.

### **CIMA International, Co-founder, Washington DC**

*Non-profit organization to help the poorest sectors of Caracas.*

**September 2009 – May 2014**

- Helped design the curriculum and activities for a recreational center in an underprivileged community
- Planned and coordinate fundraising events.
- Promoted events through social media (Facebook, Twitter).

### **Jesuit Heritage Week, Board of Directors**

**September 2011-2012**

- Created a new event to promote Latin American culture on campus.
- Chose the theme of the discussions: working with Latin American vs. American communities.
- Liaison between speakers and moderators.
- Advertised events through social media platforms (Facebook, Twitter), flyers, and e-mailing.

### **Latin American Student Association, Vice-president of Marketing and Communications** **September 2010- May 2012**

- Initiated a weekly newsletter of events to all membership.
- Transitioned all advertising activities from flyers and e-mails to social media (Facebook and Twitter) that led to an increase in membership and event attendance by approx. 80%.
- Rebranded image by implementing a modernized organization logo.

## Additional Experience

### **Georgetown Emergency Medical Service, Member and Instructor, Washington, DC** **January 2011-May 2014**

- Responded to calls, managed crisis, and transported patients to the hospital.
- Taught medical and trauma modules to over 100 students.
- Tested CPR, airway management, and immobilization skills for national EMT certification.

### **Moholoholo Wildlife Rehabilitation Center, Volunteer, Hoedspruit, South Africa** **June 2011-July 2011**

- Fed and gave medication to animals in the center.
- Assisted rangers in transportation of wild animals from center to natural habitat.

## Skills and Interests

MS Office: Word, Excel, Power Point, Outlook; Prezi; Social Media Strategy: Twitter, Facebook, Pinterest, Instagram

**Languages:** Native speaker of Spanish, intermediate Portuguese.

Attended cooking school in Florence.

**Interests:** Cooking, Community Service, Traveling, Animals