Maria E. Cortes

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# EducatioN

The George Washington University, Elliott School of International Affairs, **Washington DC, Dec 2019**

Bachelor of Arts in International Affairs, Concentration in International Development, Minor in History, GPA: 3.3

***Study abroad****: SIT Cameroon (Fall 2017) and Universidad del Norte in Barranquilla, Colombia (Fall 2019), Quinn Fellows Fund fellow: two-week research project and shadowing an organization Haiti*

# RELEVANT EXPERIENCE

**Beacon Hill Staffing, Temp Worker, Washington DC May 2019 – July 2019**

* Placed in various roles in different locations such as Cesar Chavez School for Public Policy as front desk assistant
* Recorded absence and tardiness on an online system, assisted with daily tasks, called parents about behavior issues, and had documents ready for substitute teachers
* Aided the school’s social worker with interpretation and translation during special education meetings

**World Learning – Business Development Intern, Washington DC January 2019- May 2019**

* Researched development programs in West and Eastern Africa that are currently funded by USAID, DFID, and MCC and advised the Business Development Team what region would be good for them to present projects
* Created excel sheets to better organize information that was found and to deliver it in a clean, efficient manner
* Attended international development events in the city and presented summaries of the events at weekly meetings

**Career Technical Institute – Receptionist, Washington DC October 2018 – January 2019**

* Provided administrative support to all staff by inputting data into multiple programs such as GradPro and Velocify in order to keep all prospective and current students’ information up to date
* Aided in interpretation and translation for CTI official documents and inquiries in order to better ESL students experience and understanding of the institute
* Partnered with admissions director and admissions manager to find issues within the programs and solved this by meticulously looking at multiple reports in order to provide accurate numbers

**GWU Athletics Department – Building manager/Event Staff, Washington DC January 2018 –October 2018**

• Handled calls, inquiries, files, and schedules to facilitate the execution of the department’s events

• Collaborated with colleagues to provide a quick and efficient set up and take down of events

• Co-lead GWU events and non-GWU events by focusing on catering, crowd control , ticketing, concessions, and other event necessities

**An- Bryce Saturday Institute – Educator, Washington, D.C March 2017 – May 2017**

* Developed lesson plans with colleagues for students in 1st to 3rd
* Supervised students from grades 1st- 3rd during field trips and class time
* Engaged students in context-related activities

District of Columbia Public Schools (DCPS) – Volunteer, Washington, DC January 2017 – May 2017

* Assisted the Latin American Youth Center with the tutoring of Title 1 high school students and provided program feedback by speaking to the students and listening to their concerns
* Interpreted and translated homework and lessons for ESL students
* Spoke with parents on the phone to provide more information about the after school program

Orlando Science Center – Summer Camp Counselor, Orlando, FL May 2016 – August 2016

* Led and organized activities for campers related to STEAM
* Organized supplies for daily activities and improvised when supplies lacked
* Communicated with colleagues to have effective systems that allowed for smooth transitions between activities and insuring that we all knew specific needs for the campers

S K I L L S

Language: Spanish (Native Proficiency), French (Limited Working Proficiency)