

Norma Vazquez

(760) 534 - 4043 • normapvazq@gmail.com • normavazquez.com • linkedin.com/in/normapvazq

EDUCATION

California State University, Fullerton

Bachelor of Arts in communications (concentration in advertising), GPA: 3.48

Fullerton, CA

Expected Graduation: Dec. 2021

EXPERIENCE

SkillsUSA California

Public Relations Intern

Remote

Oct. 2019 – Present

- Manage all content on SkillsUSA California social media accounts such as Facebook, Instagram, and Twitter.
- Regularly inform the public of organizational news and updates, while utilizing analytics to improve advertising strategies.
- Maintain contact with local press preceding regional and state conferences while designing and managing all press releases regarding the event.
- Report directly to the SkillsUSA California State Director monthly to discuss improvements and updates regarding the organization.

Dollar Tree

Seasonal Cashier

Cathedral City, CA

Sep. 2018 – Jan. 2019

- Provided exceptional customer service in a prompt manner by attending to every customer's needs, concerns, and requests with punctuality and empathy.
- Assisted hundreds of customers a day to find and select items; provided recommendations which resulted in a major increase in sales.
- Managed cash registers by supervising all transactions throughout a shift, while counting money daily to ensure accurate amounts.

Mission Plaza Laundry

Manager's Assistant

Ventura, CA

Apr. 2018 – Aug. 2018

- Launched the official company website using HTML and CSS; regularly collected new business data to perform maintenance and updates.
- Performed in a fast-paced environment while giving full administrative support to the business owner.
- Entrusted to manage confidential matters such as managing the monthly budget and processing invoices, payments, and customer information.

Costco Wholesale

Seasonal Front End Assistant

Fullerton, CA

Oct. 2017 – Jan. 2018

- Greeted and assisted customers on the selling floor and provided superior customer service by resolving all customer questions and concerns.
- Comprehended instructions in a timely fashion, while prioritizing multiple tasks in a deadline-driven environment to accomplish all assigned goals.
- Stocked, replenished, and organized inventory accurately and efficiently while maintaining an attractive merchandise display.

Palm Springs Unified School District

Radio Show Producer

Palm Springs, CA

Aug. 2014 – Jun. 2016

- Produced a weekly radio show for the school district under the supervision of the communications manager.
- Responsible for management and volume level transitions during the show to ease the editing process and to ensure high quality content.

SKILLS

Technologies: Adobe Photoshop, Adobe Lightroom, Adobe Illustrator, Adobe InDesign, Final Cut Pro, Google Suite, Microsoft Office, Website Management, Video Production

Analytical: Google Analytics, Twitter Analytics, Instagram Insights

Languages: English (native), Spanish (fluent)