

Norma Vazquez

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EXPERIENCE

DREAMS FOR SCHOOLS

Let's Explore STEM Instructor

Yorba Linda, CA

January 2021 - Present

- Guide a cohort of 12 elementary school students through a 10-week program that introduces them to STEM.
- Foster a learning experience and set the foundation for the student's knowledge of STEM through interactive and hands-on projects.

SKILLSUSA CALIFORNIA

Public Relations Intern

Remote

October 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.

L&L PERFECT BALANCE

Receptionist

Palm Desert, CA

January 2020 - March 2020

- Scheduled an average of 70 appointments weekly for clients to file their taxes.
- Assisted clients by providing them with regular updates on their tax return status.
- Organized forms, created labels, made photocopies, filed records, and prepared correspondence and reports.
- Created a professional business website for the company in order to attract and inform potential new clients.

MISSION PLAZA LAUNDRY

Manager's Assistant

Ventura, CA

April 2018 - August 2018

- Launched the official company website using HTML and CSS; regularly collected business data to perform 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

October 2017 - January 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 accomplish all assigned goals.
- Stocked, replenished, and organized inventory accurately and efficiently while maintaining an attractive merchandise display.

EDUCATION

CALIFORNIA STATE UNIVERSITY, FULLERTON

B.A. Communications (concentration in Advertising); GPA: 3.56

Fullerton, CA

Expected Graduation: December 2021

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)