

Gabriela Ortiz

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Skills

Hard: Microsoft Office Suite; Adobe Creative Cloud (Premiere, Photoshop, Illustrator, InDesign); translation, interpretation, transcription (English-Spanish); JavaScript, CSS, HTML, React, Node.js, Express, NoSql, MySQL/Sequelize, MongoDB/Mongoose

Soft: photography and videography, painting, drawing, graphic design, creative and academic writing, copyediting, secretarial experience, research and archival experience; Spanish (native speaker); French (proficient)

Education

Brown University / Modern Culture and Media, Track 2: Production

Sept 2016 - May 2020 PROVIDENCE RI

Courses: Latin American Literature + Culture ♦Multimedia Storytelling ♦Literary Translation Workshop ♦Fiction Writing 2 ♦Theater and Revolution ♦Drawing with Watercolor ♦Interpretations of Nature (Graphic Design) ♦Writers on Writing ♦Experimental Film Narrative ♦Text/Media/Culture ♦Intro to Visual Arts ♦Japan, Nature and Ritual ♦Intro to Film

Universitat de Barcelona / Semester Abroad via Consortium for Advanced Studies Abroad

January 2019-June 2019, BARCELONA, ESP

Courses: Spanish Civil War History and Film ♦History of Avant Garde Art ♦Catalonian History

Experience

The Law Offices of David Borts/ Paralegal

2022- current, PROVIDENCE, RI

♦Corresponded with clients, communicated professionally and provided them with appropriate legal information, sensitivity, and confidentiality ♦Managed billing through Sage Timeslips; inputted client payments and handled balancing statements, providing receipts ♦Tracked and managed office correspondence intake and output via mail, overnight courier, e-mail, and other forms of communication ♦Scheduled appointments, kept track of court dates, and submission due dates ♦Handled all scanning and digitization of records, as well as physical file organization ♦Filed, completed, and compiled immigration forms, filings, and corresponding documentation relating to family immigration law with USCIS and the Immigration Court ♦Multitasked on multiple cases ♦Adhered to ethical legal standards ♦Provided interpretation and translation for Spanish-speaking clients

The Learning Community / Kindergarten Teaching Assistant

Summer 2020- 2021 CENTRAL FALLS, RI

♦Co-managed class of 22 kindergartners in distance learning and in person ♦Instructed smaller groups meant to reinforce material ♦Provide extra support individual support for English Language Learners (9 in total) ♦Managed daily parent communications, as well as translated for Spanish-speaking parents ♦Helped create and facilitate engaging activities for the students in a new learning environment ♦Administering testing and compiled the data

The George Wiley Center / Intern

FALL 2019- MAY 2020, PAWTUCKET, RI

♦Production and film editing for Popular Praxis subgroup; collecting oral histories of older activists, interviewing, transcribing, curating, translating, and editing interviews; event planning and management in order to foster dialogue with the communities involved and with young activists and organizers ♦Data compilation, digitization of records ♦Archival research and compilation of the history of the George Wiley Center ♦Translation and interpretation

Art to Reduce Mental Health Stigma / Social Media Chair

Sept 2019 - Jan 2020, PROVIDENCE, RI

♦Managed social media for student-created NPO ♦Created a Twitter account and increased following from 0 to 200+ ♦Increased interactions on Facebook and Instagram through consistent event promotion, uploading content and submissions, and interactions ♦Kept up to date and followed hashtag and keyword trends ♦Collaborated with peers on event planning and live streamed events