

Creative, friendly, detail oriented, and well organized team player with experience in event planning, teaching, hospitality, and administrative operations. Actively involved in the Boston startup community. Naturally warm and welcoming with a strong artistic and design side.

⚙ TECHNICAL SKILLS

Office Software: Google Docs/Sheets/Slides, Powerpoint, Word, Excel
Design Tools: Photoshop, Illustrator
Language: Conversational Spanish

👛 EXPERIENCE

LINNAEAN COMMUNITY SCHOOL

Cambridge, MA

Teacher

August 2014 - Present

- Designed and taught after school classes for elementary, middle, and high school students. Classes ranged from comic book design, reading comprehension, to illustration.
- Ran study hall, a program to help children who have fallen behind in their school work. Actively worked with the children on their homework in whatever subject they were behind in.
- Co-led the after school activities club, overseeing over 40 children and leading them through different interactive activities.
- Performed tuition bookkeeping and followed up with parents on missing payments.
- In charge of keeping parents informed of administrative updates, events, and workshops through regular notices and letters.
- Planned and organized after school field trips. Booked venues, acquired necessary permits and waivers, organized transportation, and chaperoned the children during the trip.

Inclusion Specialist

August 2015 - May 2017

- Worked one-on-one with children with special needs, trauma, and behavioral issues, who are on individual education plans (IEP). Made sure children stayed focused, on-task, and integrated into the classroom experience.
- Provided parents daily updates and feedback on their child's behavior and progress.

CAMP SEAFARING

Cambridge, MA

Counselor

Summers 2014 - Present

- Organized and led art activities and games.
- Organized, booked, and chaperoned camp field trips and outings.
- Performed camp and school tuition bookkeeping.

INDEPENDENT EVENT PLANNER

Cambridge, MA

June 2011 - June 2014

- Booked local artists, musicians, and comedians for venues.
- Negotiated business arrangements between venues and artists.
- Designed event experience.
- Responsible for event marketing through social media and flyers.
- Managed event set-up, MC'ed during event, and managed tear-down.

ROSIE'S BAKERY

Cambridge, MA

Supervisor

June 2011 - June 2014

- Oversaw staff and enforced policies and procedures for food safety, point of sale, and hospitality.
- Managed deliveries, inventory, and ordering.

- Performed cashier balancing at the end of every day and sent the resulting report to corporate.
- Responsible for resolving customer complaints.
- Trained new staff.

DEMOCRATIC NATIONAL COMMITTEE

Boston, MA

Neighborhood Outreach Field Manager

May 2008 - October 2008

- Led door-to-door canvassing missions and developed canvassing strategy based on the team and neighborhood.
- Trained new outreach staff.
- Ran office workshops on how to keep engagement with possible donors.
- Maintained and kept track of canvassing data including engagement and donation numbers per neighborhood.

FINGER LAKES ARTS GRANTS AND SERVICES

Geneva, NY

Intern

2006 - 2007

- Wrote articles for "Expressions" E-Newsletter, a publication meant to keep the Finger Lakes community connected to local artists and art-related events.
- Researched various art-related topics and interviewed local artists for newsletter articles.
- Researched local artists and collated reports to grant-giving institutions for their consideration.
- Maintained website's art events calendar.

VOLUNTEERING

ARTISANS ASYLUM

Somerville, MA

Volunteer

April 2018 - August 2018

- Worked the desk, greeting and singing in visitors. Answered phone, greeted visitors, gave tours, registered new members, signed in students, handled mail and packages, and answered emails.

SAN MIGUEL ORPHANAGE

Lima, Peru

Volunteer

June of 2007

- Helped children with homework. Organized and led creative group activities. Assisted young adults with special needs. Organized local fund and used fund money to buy needed blankets, shoes and other essentials.

NEWTON WELLESLEY HOSPITAL ER

Newton, MA

Volunteer

Fall of 2007

- Prepared rooms for patients with necessary supplies. Oversaw waiting room and guided new arrivals. Reassured and comforted patients. When needed, interpreting patient's requests from Spanish to English.

ESCUELA POPULAR DE ARTE

Santiago de los Caballeros, Dominican Republic

Volunteer

March 2006 - August 2006

- Instructed and supervised students in art classes. Coordinated and directed student performance for local community.

MSPCA

Boston, MA

Volunteer

March 2006 - August 2006

- Worked as admin in the referral office. Updated out-of-date profile information for donations.

EDUCATION

Hobart and William Smith

Geneva, NY

Bachelors of Arts

Majors: Spanish and Hispanic Studies, Media and Society

Minor: Studio Art

Honors: Deans List, President's Public Service Award