**Josefa Zarate Dolores**

Minneapolis, MN ● josefazd02@gmail.com ● (612) 323-9177 ● <https://www.linkedin.com/in/josefa-zd>

**EDUCATION:**

**Bachelor of Arts: Computer Science** Expected Graduation: May 2025

College of Saint Benedict, St. Joseph, MN, GPA: 3.04

Minor: Hispanic Studies

Scholarship: Recipient of Janet Setter Dryer ’83 Scholarship, Fleischhacker Fellow ‘24

Study Abroad: Chiapas, Mexico, Spring 2023

**WORK AND VOLUNTEER EXPERIENCE:**

**First Generation Coordinator August 2024 -November 2024**

College of Saint Benedict, St. Joseph, MN

* Created Canva content to promote alumni events, including FAFSA workshops.
* Assisted with diploma pick-ups and collected student documents.
* Managed and updated alumni database for accurate contact information.

**Enhancing Engagement and Alumni Relations Intern May 2024 -July 2024**

Cristo Rey Jesuit High School, Minneapolis, MN

* Created Canva content to promote alumni events, focusing on FAFSA workshops and upcoming activities.
* Partnered with student clubs to promote resources and engagement for first-gen peers.
* Designed flyers and managed outreach using Outlook, Word, Forms, and Canva.

**Los Mayordomos de Dios (Stewards of God) Member August 2022- May 2024**

Campus Ministry -College of Saint Benedict, St. Joseph, MN

* Worked and helped on preparation for Bilingual mass once a month on campus.
* Come up with events for the Hispanic and Latinx team on campus to create inclusivity.
* Planned events and everything needed such as food, materials, and on advertising.
* Advertised events to reach a higher audience for our events on campus.

**Human Resources Intern September 2017- March 2020**

Surmodics, Eden Prairie, Minnesota

* Catalogue HR documents in designed files to maintain order in system being used.
* Utilize the copy center to scan documents daily and have them ready by a certain time.
* Helped receptionist with mail junk besides my department when all duties were finished.
* Budgeting within HR to maintain a limit of company’s spending during the whole year.
* Handled new hire documents or materials that contained confidentiality correctly.

**ORGANIZATIONS AND EXTRACURRICULARS:**

* Member of Advocates for Inclusive Mentoring (AIM) **-** Mentor  **August 2021- Present**
* Exploring Latin American Cultures (ELAC) - Co-Vice President **May 2023 – May 2024**