

Karen Quintanilla

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EDUCATION

University of California, Los Angeles – *Bachelor of Arts, Asian Studies & Geography, June 2016*

Relevant Coursework: Harvard CS50 (Introduction to Computer Science), Harvard CS50 Web Programming with Python and Javascript (in progress)

SKILLS

- Proficient with Adobe Creative Suite, Microsoft Office, SharePoint, and WordPress
- Working knowledge of HTML5, CSS3, JavaScript, Python, SQL, command-line interface, and Git
- Fluent in Spanish

WORK EXPERIENCE

UCLA International Institute

Undergraduate Advisor

Los Angeles, CA

December 2018 – Present

- Manage quarterly email communication schedule to students and faculty
- Create digital marketing and outreach materials for majors and minors, study abroad programs, events, and scholarships
- Initiated department's branding effort. Includes redesigning of materials such as brochures and infographics, and ensuring consistency. Frequent use of Photoshop and Canva
- Maintain and modify department website by updating content and features to improve readability, user experience, and engagement. Frequent use of HTML and CSS
- Assisted in the redesigning of website and implementation of social media
- Oversee quarterly course schedule; strategize timing of courses and secure classrooms
- Conduct holistic advising of 700+ enrolled and prospective students in the International Development Studies and Global Studies academic majors

External Relations Coordinator

April 2017 – December 2018

- Collaborated with UCLA Strategic Communications to draft talking points for UCLA delegations
- Coordinated with campus partners and external vendors in the planning of special events. Managed logistics, designing of marketing materials, website maintenance, and payments.
- Managed event advertising through Mailchimp
- Provided support for matters related to protocol including advising on forms of address, gift presentation, and flag displays

Shareably Media, LLC

Freelance Writer

San Francisco, CA

August 2016 – April 2017

- Wrote daily stories and content such as gardening tutorials and human-interest stories

Paramount Pictures

Intern, Diversity and Inclusion

Hollywood, CA

September 2014 – May 2015

- Created graphics for events and website. Frequent use of Photoshop and SharePoint
- Managed and strategized website posts and social media
- Assisted in event planning, execution, and documenting

VOLUNTEER AND COMMUNITY EXPERIENCE

National Archives – *Citizen Archivist*

December 2019 – Present

- Transcribe and tag scanned archives to improve online accessibility