

# Kayleen Garcia

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## Education

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### Manhattan College

RIVERDALE, NY / EXPECTED GRADUATION MAY 2015

Major: Communication-Public Relations / Minor: Spanish

### Universidad de la Habana

ARCADIA UNIVERSITY STUDY ABROAD PROGRAM, HAVANA, CUBA / AUG 2013 - DEC 2013

- Focused on Spanish language coursework including History of Cuba, General Linguistics, U.S. - Cuba Relations Past and Present and Philosophy and Society
- Participated in program excursion trips and planned, organized and executed independent trips

## Experience

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### Help On The Way – Direct Support Professional

BRONX, NEW YORK / JUNE 2014 - PRESENT

- Plan, prepare, and execute fundamental activities for Day Habilitation / Community Habilitation services to people with developmental disabilities in order to help them lead independent lives
- Document individuals' progress in daily reports for agency via TherapServices

### Francesca's Boutique – Key Holder

YONKERS, NEW YORK / FEB 2014 - JUNE 2014

- Managing cash register transactions including purchases, returns, and exchanges
- Leading opening and closing procedures of boutique and responsible for holding store keys
- Responsible for creating store window displays, mannequins, and overall appearance of the store

### The TORCH Program – Participant and Active Alum

NEW YORK, NEW YORK / NOV 2008 - PRESENT

- Volunteering and working with current TORCH participants during their projects and assisting program staff with annual events
- Directed TORCH Music Fest 2011, a New York City-wide talent competition, included front-of-house management, creating run-of-show and providing creative feedback to performers
- Managed and created social media outlets (Facebook, Twitter and Blogspot) for TORCH Music Fest 2010 and lead print, online and guerrilla marketing

## Skills

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**Computer:** Proficient in Microsoft Office Suite (Word, Excel, Powerpoint), Windows & Mac OS X. Familiar with Adobe CS 3 (Photoshop, InDesign, Dreamweaver). Social media management.

**Language:** Native Spanish speaker. Fluent in reading and writing.

## Recognition / Accomplishments

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Prescott Fund Scholarship Recipient / 2011

American Society of Magazine Editors Awards Show / Presented "Public Interest" award to Biking Magazine

ADCOLOR Awards and Industry Conference 2010 / Scholarship Recipient and Volunteer