

Kayleen Garcia

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EDUCATION

Manhattan College, Riverdale, NY / Expected Graduation May 2015

Major: Communication-Public Relations / Minor: Spanish

Health Services Employee / Oct 2012 - May 2013

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 to Santiago de Cuba, Santa Clara, and Trinidad
- Planned, organized and executed independent trips with study abroad group participants to Pinar del Rio, Matanzas, and Isla de la Juventud
- Became a member of a private yoga studio in Havana

EXPERIENCE

Help On The Way – Direct Support Professional, Bronx, New York / June 2014 - present

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

Francesca's Boutique – Key Holder, Yonkers, New York / Feb 2014 - June 2014

- Providing excellent and diligent customer service by answering questions and assisting customers with their shopping needs
- 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
- Created Trend Scout 2009 under the mentorship of advertising agency J. Walter Thompson (JWT); conducted research and observations and developed presentation
- Observed the career day of public relations, marketing and advertising professionals at Deutsch Inc., Lucky Magazine, Porter Novelli and LeadDog Marketing Group during shadow days

Skills

Excellent interpersonal and organizational skills

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

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

Certifications

First-Aid

Strategies for Crisis Intervention & Prevention-Revised