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

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