

Masiel Bautista

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EDUCATION

University of North Carolina at Chapel Hill (GPA: 3.6) **May 2020**
Centro Universitario EUSA (Sevilla, Spain - Study Abroad) **May - July 2018**
Bachelor of Arts: Global Studies/Economic Development and Hispanic Linguistics
Minor: Spanish Translation and Interpretation
Honors and Awards: Sigma Delta Pi Vice President, Excel @ Carolina Fellowship, Felicia Brewer Opportunity Scholarship, Carolina Firsts Honors Society, Dean's List (4 semesters)

EXPERIENCE

Administrative Assistant, JB Painting Group LLC **August 2014 - Present**

- Write and translate invoices, estimates, applications, emails, proposals and other organizational documents on an as-needed basis for a local small business owner

Freelance Data Entry, Altus Research **March 2020 - April 2020**

- Processed over 1,000 data entries while adhering to entry guidelines set by client
- Maintained a high level of accuracy for all milestones set by client
- Worked in a timely manner often completing tasks ahead of schedule

State Policy Intern, The Center for Responsible Lending (CRL) **May - August 2019**

- Coordinated and participated in organizational meetings on topics including the student loan debt crisis, small business lending, commercial lending, home mortgage lending, and more
- Developed an online survey to enable the collection of student loan debt stories that will continuously inform CRL activities and research
- Researched the small business lending landscape in North Carolina to find evidence of predatory lending practices and wrote a memorandum on the issue

Youth Forward Intern, NC Community Development Initiative **June - August 2015**

- Collaborated in the development of the Youth Forward app, *ConnectMe!*
- Assisted local non-profit organizations in organizing events for young people in the Chapel Hill/Carrboro area

VOLUNTEER EXPERIENCE

Spanish Translator, ERA-NC Alliance **August 2019 - Present**

- Translated marketing materials, including brochures and membership forms, in an effort to include members of Spanish-speaking communities in the fight to ratify the Equal Rights Amendment

Spanish-English Teacher, El Centro Hispano **July 2017 - August 2017**

- Created interactive lesson plans for a summer program designed to help English-language learners
- Demonstrated creativity in maintaining a learning-rich environment for 12 students of elementary school ages to ensure their understanding of the material and to strengthen their competency in English

Spanish Interpreter, PORCH **August 2014 - December 2017**

- Served as fundraiser and an on-site interpreter at monthly food drives for People Offering Relief for Chapel Hill-Carrboro Homes (PORCH), a grassroots hunger relief organization

SKILLS

Languages: Fluent English, Fluent Spanish, Beginner Portuguese
Technology: Microsoft Office, Google Suite, Adobe Creative Cloud, HTML/CSS, Wordpress