

Monica Flores
mflores@ufl.edu
(850) 982-2098

Present Address
2900 SW 23rd Terrace Apt. 103
Gainesville, FL 32608

Permanent Address
1902 W. Gonzalez St.
Pensacola, FL 32501

EDUCATION

Bachelor of Science in Public Relations
University of Florida – Gainesville, FL
August 2011 – May 2015

International Baccalaureate Program
Pensacola High School – Pensacola, FL
August 2007 – June 2011

WORK EXPERIENCE

Substitute Teacher, Baby Gator Child Development and Research Center, April 2012 – Present
Gainesville, FL

- Cared for children ages six weeks to four years-old
- Followed lesson plans set by full-time teachers
- Performed light office work, including filing, answering phones, greeting guests and parents, coordinating shift schedules for other substitute teachers, and operating the copier and printer

Cashier, Bagelheads, September 2010 – July 2011
Pensacola, FL

- Worked full-time during the summer and part-time during the school year
- Took orders using the POS register system and via phone-in orders
- Prepared food and performed store closing operations

Summer Teaching Assistant, St. Christopher Episcopal Church, June 2010 – July 2010
Pensacola, FL

- Daycare and extended hours care for children ages two to six
- Organized activities and arts for the children and performed school closing operations.

ACTIVITIES

- Covenant Hospice Volunteer: June 2009- Present
- Spanish National Honor Society, Member: August 2009- July 2011
- Student Government Association, Junior and Senior Class President: August 2008- July 2011
- National Honor Society, Member: January 2008- December 2010

SKILLS

Proficiency in Facebook, Twitter, WordPress, Pinterest and other social media sites
Microsoft Word, Excel, PowerPoint and Adobe Acrobat Reader
Conversational Spanish
Knowledge of basic public relations competencies including but not limited to research, writing press releases, PR theory, etc.

HONORS

2011 Advanced Placement Scholar