

Paola Guitian

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EDUCATION

Miami-Dade College (2014-2015)

Miami, FL

Florida International University (2016-present)

Miami, FL

Bachelor of Science in Computer Science

Expected May 2018

EXPERIENCE

Mario's Kids Photo Studio

Coral Gables, FL June 2013 – Present

- Editing images using Photoshop in a high volume environment.
- Interact closely with clients.
- Design personalized work for clients (holiday cards, birth announcements, confirmation invitations, etc.).
- Manage Facebook and Instagram presence.
- Setup and manage the appointments system.
- Website content manager.
- Manage accounts payable.

Green Monkey Yoga Studio

Coral Gables, FL October 2015 – January 2016

- Interacted closely with members: registering for classes, making purchases, and keeping track of enrollment.
- Design personalized work for studio events (holiday fliers, special class announcements, etc.).
- Maintained a positive environment for instructors, employees, as well as members.
- Kept track of studio inventory and organized products on display.

SKILLS

- Fluent in Spanish
- Customer Service
- Leadership
- Organization
- Photography
- Proficient in Microsoft applications: Word, Excel, Access PowerPoint, and Outlook
- Proficient in Adobe applications: Photoshop, Lightroom
- Proficient with Social Media Outlets: Facebook, Twitter, Pinterest, Tumblr
- Proficient in Mindbody Software

TECHNICAL SKILLS

- Programming Languages: Java
- Foto Fusion
- Wix