Paola Molina

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Skills & Abilities

· Bilingual – Spanish and English
· Proficient knowledge of design applications like Adobe InDesign, Photoshop, and Spark
· Proficient knowledge of HTML, CSS, and web design sites like Wix.com
· Experience in coding languages like Python and JAVA
· Proficient in Microsoft Office Products and Google Slides/Docs

Experience

FELLOWSHIP | *GIRLS WHO CODE*, **CHICAGO, IL | SEPTEMBER 2019 – PRESENT**
· Additional to my previous volunteer duties, as a fellow I built curriculums/lesson plans, taught class to students, and created reports based on how class was going.
· Coordinated with other fellows to compose emails to parents and students, keep an updated attendance record, and recruited students.

INTERNSHIP | *SOCIAL AND INTERACTIVE MEDIA LAB*, **CHICAGO, IL| AUGUST 2019 – DECEMBER 2019**
· Designed flyers to promote research talk events from speakers who have conducted research.
· Composed research and data driven blogs that shined light on topics related to digital media and communication in hopes of raising awareness of social justice issues.

VOLUNTEER | *GIRLS WHO CODE*, **CHICAGO, IL| SEPTEMBER 2018 – MAY 2019**
· Taught young girls from 6th to 12th grade coding languages and practices like HTML, CSS and Python.
· Helped girls find solutions to coding problems and taught them various coding techniques.
· Assisted them in brainstorming ideas for their projects, coordinating a design plan, producing wireframes, and encouraging research for additional design inspirations.
· Provided students with coding tools to create their own websites that advocated for important issues.

COMPANY'S SECRETARY | *MIGUEL LANDSCAPING*, **CHICAGO, IL | APRIL 2016 – APRIL 2019**
· Organized daily schedule and routes for employees based on appointments for that day.
· Issued appointments and meetings with customers based on their needs. Also helped resolve/clarify contracts, questions, or issues.
· Helped customers brainstorm ideas and plans for the design of their gardens.
· Worked with other employees to create the best designs and solutions for the customer's needs.

Education

BACHELOR'S DEGREE | AUGUST 2017 – DECEMBER 2019 | LOYOLA UNIVERSITY OF CHICAGO
· Major: Film and Digital Media with concentration in Digital Media
· Minor: Computer Science

ASSOCIATE'S DEGREE | AUGUST 2015 – AUGUST 2017 | ARRUPE COLLEGE OF LOYOLA UNIVERSITY
· Area of Study: Arts and Humanities