

PAULINA CANDELEJO

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(973)935-4059

EDUCATION

New Jersey Institute of Technology, Newark, New Jersey
BS, Human Computer Interaction, Concentration: Graphical Arts Design
Expected Graduation: May 2021

SKILLS

Applications: Adobe Suite, Microsoft Office Suite, GitHub
Languages: : Native or bilingual proficiency in Spanish

EXPERIENCE

September 2019-present

PC Lab Consultant

New Jersey Institute of Technology, Newark, NJ

- Provided PC maintenance including system upgrades, troubleshooting, and repair to school computers
- Assisted students in creating accounts and helped them log into the system
- Configured printers and scanners

September 2017-June 2018

Graphic Designer

The National Honor Society, Newark, NJ

- Led fundraising through merchandise sales
- Created campaign logos for t-shirts, designed flyers & created digital advertisements
- Created business cards and logos

August 2017-August 2018

Tour Guide

The Newark Museum, Newark, NJ

- Led bilingual tour exhibitions as sole native Spanish speaker
- Promoted community outreach, facilitated youth and family events

July 2016-September 2016

Administrative Assistant

Bravo Group Services!, Green Brook, NJ

- Provided administrative support including filing, mailing, and scanning documents
- Compiled work tickets, revised payroll, and updated Union paperwork
- Assisted department personnel in event planning

January 2016-April 2016

Data Analyst Intern

One Stop Cargo, Newark, NJ

- Advised clients over the phone on the shipment of household goods and machinery to South America
- Leveraged Excel to create and maintain database of customer inventory