

MATEO VILLALBA-RODRIGUEZ

CONTACT

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(703) 517-6944

HARD SKILLS

Language: Fluent in Spanish
Typing Speed of 100 WPM
Proficiency with Microsoft Suite
Familiarity with Adobe Creative Suite

SOFT SKILLS

Adaptability
Attention to Detail
Cooperative
Organization
Persistence

AWARDS

Scholastic Art & Writing Award
Gold Key Portfolio 2020
Silver Key Painting 2020
Silver Key Painting 2019

EDUCATION

New York University, Gallatin School of Individualized Study | New York, NY – Grad. 2024
Bachelor's Degree Candidate

Washington-Liberty High School | Arlington, VA – 2016-2020
Awarded Bilingual Diploma of the International Baccalaureate

WORK EXPERIENCE

Rodriguez Legal | Falls Church, VA – June 2020-August 2020
Legal Assistant

Worked in a busy law firm assembling legal packets which request relief for immigrants and asylum seekers.

The Timberland Company | Fairfax, VA – October 2019-January 2020
Sales Associate

Greeted and assisted customers in purchasing Timberland products.
Worked at the register and organized the stock room.

LEADERSHIP & INVOLVEMENT

Card Magic Club | Arlington, VA – 2017-2020
Founder and Organizer

Created a club aiming to teach magic tricks and organized public performances to display progress of our members.

Initiated fundraisers through performances to donate to St. Jude's Children's Research Hospital.

George Mason University Conflict Resolution Youth Summit | Fairfax, VA – August 2018
Student

Attended in a one week day program at George Mason University, where the subject of conflict and resolution, relating to international relations, was explored and taught.

Cooper Hewitt Museum: Architecture Design Program | New York, NY – July 2018
Student

Learned basics of architecture and design through guest speakers and study of past works.
Created a small physical gallery inspired off the content of the program.

COMMUNITY SERVICE

The FH Foundation | Arlington, VA – September 2020
Volunteer

Edited several videos for social media to bring awareness to Familial Hypercholesterolemia and celebrate FH awareness day.

Amigos de Las Americas | Barahona, Dominican Republic – July 2019-August 2019
International Volunteer

Collaborated with local youth in a small community on repainting the local basketball court, and organized a community volleyball tournament.

Conducted daily day camps for local children on topics of equality, team work, and leadership.

Arlington Arts Center | Arlington, VA – July 2017-August 2017
Volunteer Classroom Assistant

Supervised children age 4-10 years old during a summer art day camp and ensured children understood the content of the camp.