

[REDACTED]

*Bachelor of Arts in Political Science, with a passion for helping others and conducting **research** on different topics of interest, especially integrative methods to aid in the healing and recuperating of people with medical conditions. Recognized for ability to be **organized** and to **build rapport** with people through kindness and empathy.*

PROFESSIONAL EXPERIENCE

[REDACTED] Communications, LLC, [REDACTED], FL

Freelance Client Advisor and Assistant Writer, January 2018 to Present

- Conducting initial consultations with clients requesting assistance with communication and behavioral issues, to perform intake and ascertain whether they would be a good fit for the company's services.
- Assisting with writing projects.

[REDACTED] Distribution, LLC, [REDACTED], FL

Distributor and Administrator, January 2015 to November 2019

- Coordinated delivery of orders to restaurants, stores, and farmer's markets, and fielded client inquiries and requests.
- Prepared invoices for customer orders and determined outstanding bills.

[REDACTED] Publishing, NY

Editor and Proofreader (Remote), 2012 to Present

- Proofreading all documents to ensure proper use of English language, diction, and punctuation, including formatting the written product to submit for publication.
- Drafted final versions of indices to equate with manuscript chapters.

Pet Chauffeur, New York, NY

Office Assistant and Kennel Staff Driver, 2009-2011

- Fielded phone calls, scheduled reservations, organized customer files, and maintained inventory.
- Cared for the pets of affluent clients, and was entrusted with their feeding, grooming, and play time.
- Transported pets and pet supplies locally as well as cross-country, to meet veterinary and grooming appointments, and to deliver food and medicine to veterinary clients.

[REDACTED] Middle School, [REDACTED], FL

Physical Education Teacher, 2008-2009

- Organized safe, fun activities for the students.
- Interacted with teachers and students to create a positive learning experience and reinforce exemplary attitudes among the students.

[REDACTED] Hotel Renovation, [REDACTED], FL

Project Site Supervisor II, [REDACTED]

- Managed and supervised crews of 60 persons.
- Led teams of employees and subcontractors on multiple projects for both local and national work sites to meet project deadlines with efficiency.
- Organized and maintained project records, including time sheets, progress reports, completion estimates of daily and weekly workloads, and inventory records.

EDUCATION

[REDACTED] University, [REDACTED], FL

B.A., Political Science, December 2018

[REDACTED] College, [REDACTED], FL

A.A, Political Science, June 2014

Journalism, 2000-2002

Awarded "Best of Show" in Art Exhibit

ADDITIONAL SKILLS

Database Management, Project Management, Microsoft Office

Fluent in Spanish