Edilcia Nataly Valencia Orozco

natalyvalencia@icloud.com

55108

651-313-1229

First Generation college student pursuing a BA in Digital Media and minor in Spanish. Hoping to use my skills as a bilingual communicator to create an environment for everyone to feel welcomed, helped and familiar. Looking to utilize my Digital Media BA to create signs to show information in 2 different languages. Designing a platform to display information for a company to share their ideas and identity.

**EDUCATION & TRAINING**

**University of St.Thomas |** September 2021 – May 25 2024

*Major Digital Media*

*Minor Spanish*

**Dougherty Family College – University of St. Thomas |**September 2019 – May 2021

*Associate Degree in Liberal Arts*

*High distinction*

*Recipient of excellence scholarship*

*Dean of student award*

*GPA 3.30*

**Saint Paul College |**May 2019

*Certified Nursing Assistant (CNA)*

**PROFESSIONAL EXPERIENCE**

**Commercial Driver | Autozone** | April 2020 – December 2021

* *Provide a high customer satisfaction*
* *Provide high communication skills*

**Internship | Winnebago |** September 2020 – May 2021

* *Legal department*
* *Provide high computer skills*
* *Editing private information*

**Caretaker | Steven Scott |** April 2020 – Present

* *Provide a high quality cleaning service skills*
* *Responsible of taking care of a office*
* *Responsible for on call emergency phone*

**Cashier | Popeyes |**June 2019- October 2021

* Provide a high quality of customer service at all times
* Responsible of keeping cash box balanced

**Host | Tavern on Grand |**June 2018 – Sept 2018

* Maintained excellent service standards when greeting people and consistently provided support at all times
* Responsible for restaurant cleanliness
* Ensured correct staff levels of waiters to customers

**VOLUNTEER EXPERIENCE**

**Feeding My Starving Children |**2019

* Packed food for kids in Haiti

**Children’s Museum Volunteer |**2018

* Provided a warm welcoming to families visiting the museum
* Supervised children while using slides and games

**Union Latina |**2019

* Planned festival events
* Organization leader in 5 de Mayo

**SKILLS**

* Bilingual: Spanish and English (Minnesota Platinum Bilingual Seal)
* Excellent customer service skills
* Excels in organization
* Event planning & leadership
* Honor Student
* Dean of student award
* Excellent scholarship recipient
* Translator

**Reference**

Foday

Cell phone : (612) 800-2368

Kris Donnelly

Email : kris.donnelly@stthomas.edu

Phone : 651-962-8012

Katy Friesz

Email : kefriesz@winnebagoind.com

Phone : 952-828-8485