

## Proficiencies and Skills

- Intermediate/Advanced Spanish Language Skills (Mexican Dialect)
- TEFL Certification
- Project Management Certificate: 105 of 150-hour program completed (estimated completion, Summer 2024)
- Highly developed communication skills, both written and verbal
- Lightroom and Adobe Creative Suite
- Expert user: Microsoft Office Suite with
- Data/trend analysis and projection

## Education

**The Evergreen State College**, Olympia, Washington 01/2011-06/2013  
Bachelor of Arts, Focus on Applied Linguistics and Spanish Language Studies

**Tacoma Community College**, Tacoma, Washington 09/2007-12/2010  
Associate of Arts

## Experience

**South Puget Sound Community College**, Olympia, Washington 05/2014-Present  
*Administrative Assistant, Natural and Applied Sciences Division*

- Operations: general oversight of the day-to-day operations of the division
- Budget and Financial: manage and oversee 20 distinct departmental budgets including revenue, operational and grant accounts. Manage and maintain custody of purchase cards
- Personnel: new employee onboarding and training, interviewing potential candidates
- Leadership: supervision, training and scheduling of lab staff and student employees

**Gaming Club Advisor** 09/2019-Present

During COVID-19 lockdown, many SPSCC students lost their campus experience. I formed the SPSCC Gaming Club and have worked with a group of absolutely fantastic, thoughtful students each year to plan monthly and quarterly events on and off of campus and to foster a community of mutually supportive students sharing their interests.

**Queer I Am Planning Committee** 01/2017-05/2019

*Volunteer member, Logistics and Registration Coordinator*

Organized an annual LGBTQIA+ leadership summit, open to 250 high school and college students throughout the state of Washington.

This summit, the only one of its kind in Washington, seeks to create a safe, supportive, and affirming space for queer, trans, and similarly-identified students to grow and learn by centering the voices of queer and trans people of color.

## United States Navy

NAF Atsugi, Strike Fighter Squadron 192, Kanagawa-Ken, Japan. 06/2003-06/2007

*System Administrator/Data Analyst/Night Shift Supervisor*

- Provided administrative and records support to the 300-personnel maintenance department of Strike-Fighter Squadron 192
- Provided data analytics support to command leadership, making projections to inform data-driven decisions
- Supervised six junior personnel, all of whom were promoted over an 18-month period