Alyssa Navarrette



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(915) 887 1901

**Selected Work Experience**

The Blue Bench (Rape Crisis Center) Denver, Co January 2017-May 2017

*Canvasser*

* Organized community outreach in Denver and the nine surrounding counties.
* Worked to increase my knowledge of sexual assault prevention and awareness.
* Catalyzed my knowledge to create dialogue, as well as connect the community to their resources.

Young’s Jersey Dairy Yellow Springs, Oh August 2016- December 2016

*Dairy Bar/Front Of House*

* Communicated standards of food safety standards as well as exceptional customer service.
* Managed cash handling procedures to ensure accurate bank records as well as customer services.
* Maintained a family friendly environment using FOH skills and procedures.

Oral History in Liberal Arts (OHLA.info) Yellow Springs, Oh April 2016-June 2016

*Digital Archives Coordinator*

* Coordinated the backend processes of a 13 institution faculty development project.
* Created digital tutorials, implemented workflows, and produced natural language mapping to achieve efficient archiving of oral histories.
* Managed communications and social media strategies.

Little Art Theatre                        Yellow Springs, Oh November 2015-Present

*Digital Communications and Events Intern*

* Managed communications for a small non-profit community film house through signage.
* Organize community events for a wide variety of audiences.
* Implemented business management skills and marketing skills.

**Languages**

English - Fluent

Spanish - Fluent

French - Novice-High

**Education**

Socorro High School: El Paso, Texas        Excel Academy    Overall GPA: 3.8 Rank: 19 Graduation: May 30, 2015

Antioch College: Yellow Springs, Ohio Intended Major: Undecided Fall 2015- May 2019

**Awards/Honors**

Horace Mann Fellowship (a 4 year half tuition scholarship)

Miller Fellowship (a work study partnership)

Arthur E. Morgan Scholarship

Rebecca Pennel Scholarship

OHLA Digital Archives Student Coordinator Fellowship

**References**

Brooke Bryan (937) 902-3806

Sarah Stapp (832) 368-3452

Jessica Rominsky (915) 219-0409